



University of Tennessee, Knoxville
**Trace: Tennessee Research and Creative
Exchange**

Annual Reports

Commission for Women

1974

Annual Report 1973 September - 1974 September

Commission for Women

Follow this and additional works at: http://trace.tennessee.edu/utk_womrepor

 Part of the [Women's Studies Commons](#)

Recommended Citation

University of Tennessee Commission for Women. 1974. "Sep 1973 - Sep 1974 Annual Report."

This Annual Reports is brought to you for free and open access by the Commission for Women at Trace: Tennessee Research and Creative Exchange. It has been accepted for inclusion in Annual Reports by an authorized administrator of Trace: Tennessee Research and Creative Exchange. For more information, please contact trace@utk.edu.

COMMISSION FOR WOMEN
ANNUAL REPORT

SEPTEMBER 1973 - SEPTEMBER 1974
THE UNIVERSITY OF TENNESSEE, KNOXVILLE

TABLE OF CONTENTS

| | |
|--|-----------|
| Memorandum of Transmittal | Page i |
| Section I: Overview of CFW Activity | 1 |
| Section II: Resume of Recommendations. | 4 |
| Commendations. | .33 |
| Commission Projects. | .34 |
| Section III: 1973-74 CFW Minutes. | .38 |

THE UNIVERSITY OF TENNESSEE KNOXVILLE
KNOXVILLE 37916
COMMISSION FOR WOMEN

M E M O R A N D U M

TO: Chancellor Jack Reese

FROM: Martha E. Begalla for the Commission for Women ^{1st}

DATE: October 25, 1974

RE: Annual Report II, Concerning Period: September 1,
1973-September 1, 1974

Attached is the second Annual Report of the Commission for Women. The report is submitted in fulfillment of the charge to the Commission to present annual reports and is a continued effort to keep the University community informed of Commission activities.

The major activities and concerns of the Commission are presented in Section I. Additional sections of the report document specific Commission actions and provide a record of Commission meetings.

Commission members:

Martha E. Begalla, Coordinator of Women's Programs
Lorraine Burghardt, Assistant Professor, English
Michael Flanary, Junior, Business
Korin Gustafson, Graduate Student, Zoology
Judith Ittig, Assistant Professor, Law
Harry Jacobson, Assistant Dean, Liberal Arts
Dorothy Lyon, Associate Professor, Food Science
Kenneth Stair, Associate Dean, Engineering
Barbara Wickersham, Editorial Assistant, Learning
Research Center

rcm

cc: Luke Ebersole, Vice Chancellor for Administration

SECTION I

SECTION I: OVERVIEW OF CFW ACTIVITY

Commission Reorganization

Background

In its 1972 Report, the Task Force on Women recommended that a Commission for Women (CFW) be appointed by the Chancellor. During the first period of activity, which began on January 8, 1973, the Commission proceeded using two methods: Each member assumed responsibility for areas of action, and the group met weekly for exploration, exchange, and reporting sessions. During this period the Vice Chancellor for Administration encouraged appropriate action on the part of administrative units to parallel and support Commission thrusts.

The Task Force also made three other recommendations for the appointment of administrative persons to assist in implementation: an academic administrator, a chairperson of the Commission (with staff and budget), and an administrator of the Women's Studies Programs. These recommendations were accompanied by a set of both short- and long-range objectives, objectives which were to be the joint responsibility of the Commission and the three administrative persons.

During the Fall Quarter 1973, the Commission members continued to assume individual responsibility for attending to Task Force recommendations and to meet weekly or biweekly. By this time the bulk of the short-range goals of the Task Force had been achieved. The needs perceived by the present Commission and the long-range Task Force recommendations were not being treated effectively and efficiently by the Commission and existing administrative units. A reappraisal subcommittee was appointed and met beginning January 30, 1974.

Problems

1. While individual initiative served well in coping with a certain class of Task Force problems, other issues which required research on women, the development and implementation of educational activities, etc., could not be treated by persons serving as Commission members unless both staff and funds were available. Moreover, if persons attempted to pursue such activities, it would severely limit their ability to contribute to the identification of problems, of persons to solve problems, and of opportunities to serve as consultants regarding the needs of women.

2. The existing structure made communication among groups concerned about women, dissemination of information about CFW activities, and linkage with administrative units during decision-making periods generally unsatisfactory.

3. The Charges to the Commission were so extensive that it was not possible for the members to perform in a professional, thorough manner. This was not because of a lack of effort on the part of the Commission (which was not fully staffed during the year) nor was it any fault of the chairperson during this period, Ann Wachter, whose energy, enthusiasm, and competence were inspirational. The broad responsibility, coupled with limited resources, affected the image of

CFW on campus with a corresponding reduction in effectiveness.

Solutions

Given the problems, three forms of solution were apparent: to seek budget and staff support for CFW activities, to reorganize the CFW and to modify the Charges to the Commission. In February, 1974, the Commission transmitted a budget proposal for the 1974-75 year to Vice Chancellor Ebersole requesting funds for Commission operations, publications, a limited number of Commission-sponsored information programs, a survey of research on women in higher education, and an evaluation of Commission activities. It has not been the practice of the University to fund commissions or committees, and the administration felt the present circumstances did not warrant a departure from this policy. The CFW has been assured: a) that there is no possibility of hiring a new administrative person; b) that budgetary support will be provided in the form of clerical assistance, graduate student assistance, and released time for chairperson; c) that there will be improved access to the Office of Institutional Research and public relations outlets; and d) that some funds for CFW concerns will be available through the office of Vice Chancellor Ebersole.

In the light of these adjustments, the CFW decided to proceed with a combination of the other solution possibilities, reorganization and redefinition of goals. After considerable discussion, a statement of function, suggested composition, and recommendation procedure was proposed. The major thrust of the proposal was that the Commission for Women become an advisory body to the Chancellor on the planning, implementation, and evaluation of University programs and services aimed at improving the status of women. Specific areas of Commission activity included educational programs, equal employment, research, complaints, advisory services, and campus awareness. In order to accomplish these objectives, it was proposed that the former membership of faculty, staff, and students be expanded to include as ex-officio members those individuals responsible for established University women's programs.

The Commission reasoned that, if the function were redefined, the membership revised, and the additional financial and staff support furnished, the basic problems outlined above could be handled. When coupled with proposed efforts to strengthen monitoring of the UTK Affirmative Action Plan, it seemed possible that the Commission could be a viable, effective advocate for women.

Present Status

During August, 1974, the following membership and function of the Commission was developed by the Office of the Vice Chancellor for Administration, agreed to by Commission members and will be operable for the 1974-75 Commission:

Voting Members

- | | |
|--------------------------|---|
| 3 Faculty | 1 Representative of Supporting Personnel |
| 2 Undergraduate Students | |
| 1 Graduate Student | 1 Representative of Administrative-Professional Personnel |
| 1 Administrator | |

Ex-Officio (Non-Voting Members)

Coordinator of Women's Programs, Office of Special Services
Chairperson, E.E.O. Committee
Chairperson of the Women's Studies Program
Coordinator of Women's Intercollegiate Athletics
Individual in the UTK Placement Office charged with primary responsibility for placement of women
Assistant Vice Chancellor for Administration
Panhellenic Advisor
Individual in UTK Evening School charged with primary responsibility for continuing education for women

Means of Selection of Voting Members

Faculty: The UTK Faculty Senate will appoint the three faculty representatives for staggered terms of three years

Students: Two undergraduate and one graduate student(s) will be appointed annually by the Chancellor from recommendations submitted by the Student Coordinating Council (for undergraduate members) and the Graduate Student Council (for graduate student member).

Representation of Supporting Personnel, Administrative- Professional Personnel, and Administrative Personnel: These three representatives will be appointed for three-year terms by the Chancellor, in consultation with appropriate groups and the CFW.

Function

The UTK Commission for Women is appointed by the Chancellor to advise on planning, implementation, and evaluation of University programs and services designed to improve the status of women. The Commission relates administratively to the Vice Chancellor for Administration.

The Commission serves in a coordinating role by informing its members and the University community of programs and services available for women. Its membership is designed to include UTK personnel who have responsibility for such programs and services as well as representatives of the student body, the faculty, and the staff.

The Commission facilitates coordination of new and existing educational and extracurricular programs, recommends and encourages research needed to assess the status of women at other institutions and agencies, aids in ensuring campus and community access to information on Commission and University activities relative to the status of women, recommends changes in policy or procedure relative to the concerns of women, is available to aid the UTK E.E.O. Committee in the annual revision of the Affirmative Action Plan and its interpretation, refers individual problems of which it becomes aware to the appropriate UTK committees or unit, and is available to advise and consult with University departments on the needs and status of women.

SECTION II

SECTION II: RESUME OF WOMEN'S TASK FORCE RECOMMENDATIONS,
COMMISSION FOLLOW-UP, AND UTK IMPLEMENTATION

The 1973-74 CFW centered concentration on a follow-up of the task force recommendations, an exercise virtually completed at this writing. To reiterate, as stated in the introduction, the present Commission members think that follow-up of previous recommendations should not be the sole or even a major focus of the 1974-75 Commission. The following summary of Commission activities and University implementation should place previous concerns and future directions relative to women on campus in perspective.

COMMISSION FOR WOMEN FOLLOW-UP ON 1973-1974 WOMEN'S TASK FORCE RECOMMENDATIONS

RECOMMENDATIONS
(It is recommended that:)

RESPONSES AND/OR
SUBSEQUENT ACTION

COMMENDATIONS AND
RECOMMENDATIONS

STUDENTS

Admissions

I-1. . .Commendation*

Graduate Office

I-2. . .each academic unit controlling a graduate program (department, school or committee), the law college and selection committees for medical and veterinary schools, initiate at once a system of records which will contain as a minimum, data on the number and sex of applicants, the number of each sex accepted and rejected, and the academic qualifications used in making admission decisions of those accepted and rejected. These data should be reported at least annually to the Commission for Women

When contacted in January, 1973, the Graduate Office indicated that they did not have the information requested due to lack of computerized records. CFW checked to see what information was available and found that the fall, 1973, graduate and undergraduate enrollments were broken down by sex and department; however, only those graduate students carrying nine hours were included. These data were retrieved by two members of the Commission and a comparison of the undergraduate female/male ratios as compared to graduate ratios was completed (see Table I). CFW met with Margaret Perry and Carolyn Underwood in February, and they agreed that the Graduate Office would begin to keep records on the number of male and female applicants and the number accepted for each department. It was also agreed that fellowship information

It is recommended that those academic units described in I-2 initiate or continue to keep records on the number of males and females applying and accepted for each department as well as fellowship information. It is also recommended that individual departments be asked by the Graduate Office to keep records on the number and types of assistantships given to males and females as well as data on the total number of students by sex, enrolled in each level program (i.e., M.S., Ph.D., Ed.D.)

TABLE I

| | <u>Undergraduate Ratio (F/M)</u> | <u>Graduate Ratio (F/M)</u> | <u>X²</u> | <u>Significance</u> |
|-------------------------------|--------------------------------------|---------------------------------|----------------------|---------------------|
| Agriculture | 0.15 | 0.17 | 0.297 | .4-.5 |
| Biological Sciences | 0.41 | 0.51 | 1.11 | .7-.8 |
| Business | 0.13 | 0.09 | 4.48 | .95-.975 |
| Communications | 0.33 | 0.49 | 0.108 | .2-.3 |
| Education | 2.9 | 1.24 | 55.09 | .9995 |
| Engineering | 0.04 | 0.02 | 0.1329 | .2-.3 |
| Art & Theater | 1.28 | 0.87 | 1.14 | .7-.8 |
| Foreign Language | 3.92 | 1.86 | 3.54 | .9-.95 |
| Speech & Audiology | 7.40 | 2.50 | 3.81 | .9-.95 |
| Home Economics | 46.50 | 6.05 | 38.006 | .9995 |
| English & Philosophy | 1.18 | 1.04 | 0.729 | .6-.7 |
| Math & Hard Sciences | 0.36 | 0.18 | 9.488 | .995 |
| Psychology & Soc. Sciences | 0.58 | 0.32 | 24.22 | .9995 |

Graduate Office cont'd

and GRA's were not kept since the information is housed in individual departments.

I-3. . .the Graduate School application be revised so that identical information is requested for male and female applicants, except that it is appropriate to request prior name(s) of a married woman that appear on transcripts from institutions previously attended.

It was reported to CFW in February that admission forms now request spouse's name and employer rather than husband's name and employer. CFW members did not receive information as to the use of this information.

The Graduate School is commended for its cooperation. CFW should inquire as to use made of the information concerning spouse's employer.

I-4. . .an early action priority for the Commission for Women should be to obtain a breakdown by department and program (graduate level) which would indicate numbers of financial aid applicants of each sex, numbers awarded and refused aid by sex, and the academic qualifications of successful and unsuccessful aid applicants.

No action reported to date.

Further breakdown of financial aid applicants of each sex and numbers awarded and refused by sex should be obtained from all departments having graduate programs.

Liberal Arts Advising Center

I-5. . .the percentage of female to male advisers on the staff of the Liberal Arts Advising Center reflect the number of women faculty on the Liberal Arts staff and indicates a need for an increase in the number of professional females in that college. As this number rises, additional female advisers should be added

Completed 1972.

Advising Centers

I-6. . .the Advising Centers be made aware of the changing role of women both in their job expectations and in the availability of jobs for women. Every effort should be made to channel them into all fields and not just those majors which have formerly been considered female.

No Commission action during 1973-1974.

Fostering fuller awareness of implications of the initial recommendations and 1973 action will need to be on-going for several years.

Aquatic Center

I-7. . .Commendation

I-8. . .Commendation

I-9. . .all written materials of SAC, such as job descriptions of lifeguards, memos, etc., be reworded where masculine pronouns are used in a position referring to both males and females.

Completed 1973.

Day Care Facilities

I-10. . .a committee be appointed to study the feasibility of establishing: 1) child care center(s) for children of any employee or student, and 2) a clearinghouse on child care to coordinate information about formal and informal child care arrangements--lists of men and women who are available as babysitters, cooperative or exchange babysitting services, child day care homes, private and public child care centers.

A letter was sent to Luke Ebersole in June, 1973, urging early formation of the committee. He indicated to the Commission that no University funds were available for the establishment of additional child care facilities and suggested that information regarding possible outside funding be collected before a committee was formed.

CFW should facilitate the gathering of information on funding for child care and formulate new strategies for implementation on campus.

Evening School

I-11. . .Commendation

I-12. . .the organization of an Advisory Council and the appointment of an assistant director of the Evening School by the Evening School be commended as a positive effort to plan programs which are relevant to the needs and interests of Knoxville community women. Completed 1973.

Food Services

I-13. . .Commendation

I-14. . .efforts be made by Food Services to equalize the number of males and female employees in the "supervisor" and "manager" categories. No Commission action during 1973-74.

I-15. . .Commendation

Graduate Student Housing

I-16. . .all requests for roommates by graduate women in residence halls be honored.

In February a memorandum was sent to Howard Aldmon, vice-chancellor for Student Affairs, requesting information on plans for building separate graduate housing accommodations for graduate students in undergraduate facilities and treatment of graduate students in University housing. The inquiry was redirected to James Grubb, director of Residence Halls. Grubb indi-

Mr. Grubb is commended for his cooperation and interest in graduate housing. The office of Residence Halls continues to monitor the graduate situation so that roommate situations and hall assignments can be worked out.

Renovations in Melrose Hall, such as air conditioning, kitchen facilities, room phones, better wiring and more electrical outlets. should be completed

Graduate Student Housing cont'd

mitted early in the spring, otherwise students were assigned anywhere vacancies occurred. The present assignment procedure accounts for graduate students not receiving requested roommates or being placed with an undergraduate.

After a list of the number of graduate students placed in undergraduate housing was obtained (see below), Grubb agreed that some steps should be taken to correct the situation. One possibility considered was to leave a block of rooms open for graduate students in Melrose until early August.

| | |
|---------------|-----|
| Melrose | 112 |
| Apartments | 90 |
| Morrill | 29 |
| Massey | 22 |
| Hess | 11 |
| Reese | 9 |
| Strong | 8 |
| North Carrick | 5 |
| Dunford | 3 |
| Greve | 3 |
| Humes | 3 |
| South Carrick | 2 |

Grubb further indicated that over a period of several years, Melrose is intended to become primarily a graduate student residence. Completion of a cooperative graduate student apartment building is at least four years away and plans for such a facility are uncertain at best.

Graduate Student Housing cont'd

I-17. . .a portion of proposed Rental Properties facility scheduled for completion in the fall of 1974 be set aside for graduate students (male & female).

I-18. . .rationale for providing separate housing facilities for married and single students be examined to determine the feasibility of allowing every student to apply for housing in any unit regardless of marital status.

A memo from Earl Underwood, manager of Rental Properties was received in February. He indicated that graduate students may not live in married student housing unless they are married. Married graduate students live in single housing as long as they abide by the regulations of the facilities.

The University should re-examine the reasons behind separation of married and single housing facilities.

Health Service

I-19. . .the Health Service supply the University community with a clear statement of the Health Service policy that services are available for illness and injury, but for problems requiring lengthy treatment of specialized service, the student is referred to a private physician.

CFW contacted Howard Aldmon, vice-chancellor for Student Affairs, and requested that a description of the new services of the Student Health Service be included in subsequent editions of UTK Catalogue.

I-20. . .Commendation

I-21. . .Commendation

Honorary Fraternities

I-22. . .the Commission for Women support those honorary . . . wishing to admit

No Commission action during 1973-74. CFW should send letters of endorsement and letters notifying local chapters as indicated in recommendation. CFW

Honorary Fraternities cont'd

letter of endorsement to their national offices. Each of the honorary fraternities presently consisting of 100 percent male or 100 percent female membership, should be notified that this endorsement is available.

Title IX to the University for sex-segregated organizations using UTK facilities and receiving University support.

Inter-Collegiate Sports

I-23. . .UTK supply the Women's Physical Education Department with sufficient funds to enable them to match the Aquatic Center monies allocated to the female Sports Clubs.

A program and separate budget for female inter-collegiate sports was recommended by the Women's Physical Education Department, and \$20,000 was allocated for the 1973-74 year. CFW members examined the guidelines under Title IX relative to athletics and discussed their implications with Nancy Lay, director of Inter-Collegiate Sports for Women.

Women's teams must continue to be given adequate funding. CFW should monitor implementation of Title IX in athletic programs at UTK.

I-24. . .the statement in the Aquatic Center Handbook regarding financing be expanded to include the basis for fund distribution in order to eliminate concern about discrimination in allocations.

Handbook has not been rewritten but a revision is anticipated.

CFW should send reminder note encouraging revision to Director of Recreation.

I-25. . .each coach for a female inter-collegiate sport be given released time from his/her teaching load.

Completed 1973.

International Students

I-26. . .Commendation

International Students cont'd

I-27. . .a cooperative effort between the Office of International Student Affairs and the Office of Women's Programs be undertaken in an attempt to involve women international students in the programming of International House activities. The concept of a workshop on the role of women in the developing countries appears particularly appropriate and should be explored at an early time.

A workshop on "The Role of Women in Latin American Countries" was held during the spring of 1974.

Law School Placement

I-28. . .the Law School formulate and enforce a formal policy concerning employers that discriminate in hiring.

No Commission action during 1973-74.

Married Student Housing

I-29. . .Commendation

I-30. . .application form be changed to give the option of either husband or wife completing the form if both are enrolled.

A memorandum inquiring about the form was sent from CFW on 2/8/74. A response was received from Earl Underwood, manager, Rental Properties, on 2/18/74 which stated that the husband or wife could fill out the form as long as both were enrolled.

Orientation Program

Orientation Program cont'd

I-32. . .consideration be given to Completed 1973.
having an appropriate person discuss
with the SOA's in their training
program the special problems of
women students, possible ways of
recognizing subtle discrimination,
and "academic channeling" of women.
Information from this program may
prove useful in discussion with
females in the group sessions
during the Orientation program.

Physical Education Building

I-33. . .Commendation

I-34. . .locker room facilities
in the P.E. building be made
available to female non-major
students. A possible solution
would be to divide the Men's
General locker room in half with
one of the resulting parts used
for Women's General.

The small locker room by the pool now Commission follow-up needed.
being used for Women's General is very
inadequate. No response has been
received from the memo sent from CFW
to C.T. Nunley, director of Physical
Plant (3/4/74) concerning the suit-
ability of an overall review of lounge
and restroom facilities throughout
the campus.

I-35. . .locker room facilities
for all types of women (staff,
faculty, etc.) be increased to
accomodate larger numbers.

Although consideration has been given
the matter by the Women's Physical
Education Department, limited budget
has delayed action.

Psychological Clinic

I-36. . .more emphasis be given
to making certain that a variety
of female counselors are available
to female (or male) clients at
the clinic.

No Commission action during 1973-74. Commission follow-up needed.

Psychological Clinic cont'd

I-37. . .more females be involved in the total clinical psychology effort at every level, e.g., doctoral students, supervisory staff, and faculty. No Commission action during 1973-74. Commission follow-up needed.

I-38. . .every effort be made to expose clinical psychology students to the new literature in the field focusing on changes in sex role definition and alternative life styles. No Commission action during 1973-74.

Residence Halls

I-39. . .staff training include information on the needs of women and changing sex roles. Because of their extensive counseling and programming responsibilities, the staff should be trained to advise students of career and life style alternatives. Such training should include information on the areas noted under section on "Concerns and Needs of Female Residents."

Follow-up is needed in staff training for residence halls.

I-40. . .the "male only" requirement be deleted from the job qualification for night clerks unless it can be established that the females cannot perform the same job as well as males. Otherwise, the qualifications should be

Completed 1973.

Residence Halls cont'd

redefined in terms of physical strength or personality characteristics.

I-41. . .all residence hall publications be made consistent with the recommendations on "Language."

CFW chairperson sent memo to James Grubb, director of Residence Halls, requesting information about recommendation I-41. He replied with a very positive note, enclosing four residence hall publications. Chairperson sent a note of thanks in return.

I-42. . .the data on "Safety and Security" be consistent with the information available on the socialization of women. Residents should be surveyed periodically to to ascertain any changes in their needs in this area and operational adjustments made accordingly.

Response indicated that no requests had come from women wanting less security and that precautions were taken for security of property and personal safety.

Women in residence halls should be surveyed to ascertain any changes in their needs and any operational adjustments necessary.

Women's Programs

I-43. . .the Women's Program staff identify additional sources of funding in order to expand their programs and services to a larger number of students.

No Commission action during 1973-74.

Student Activities Office

I-44. . .Commendation

Student Activities Office cont'd.

I-45. . .the "Issues" and "Man and His Environment" Committees and the main groups who invite speakers to campus events funded by the Activities Fee be made aware through their advertisers of the availability of qualified women to speak on the selected topics, and of the necessity for providing viable female role models for the student body. The Cultural Affairs Board should include an evaluation of the efforts made to obtain female speakers as a part of their review and approval process.

Completed 1973.

I-46. . .the Student Activities and Women's Programs staffs survey the need and interest for a campus-wide program on women to be funded by the Activities Fee under the Cultural Affairs Board.

Completed 1973.

I-47. . .because of the lack of women seeking campus leadership positions, any leadership development program presented by the Student Activities staff be designed to encourage the participation of women.

Completed 1973.

I-48. . .support from the Student Activities staff for educational programs on women in individual sororities and Panhellenic be continued.

Completed 1973.

Student Activities Office cont'd

I-49. . .the name of the "Man and His Environment" program be changed to be consistent with the statement on "Language." Completed 1973.

Student Counseling Center

I-50. . .the requested funding for the female counselor position in the Student Counseling Center be provided immediately. Dr. Bertha Williams was placed on the staff 9/1/73.

I-51. . .instruments such as the Strong and Kuder be used in the Student Counseling Center only if accompanied by a score sheet that does not differentiate male/female occupations and majors. No Commission action during 1973-74.
An effort should be made to acquire or develop a non-sexist vocational inventory.

Bookstore

I-52. . .a section specifically designated for women's literature be established in the main bookstore.

The Manager of the bookstore explained to CFW that books were entered on the shelves according to their listing in the Books in Print--thus making it possible for anyone to locate them quickly by title or author. He was very reticent to set up a permanent section on women's literature but agreed to do so occasionally. He did make a temporary "Female" literature exhibit in one of the display windows. A list of recommended paperbacks was given to the bookstore with the books

A periodic check should be made to ascertain whether or not the books were purchased as recommended by CFW and to encourage the bookstore to have exhibits in the store as well as in the display windows.

Bookstore cont'd

rated in terms of their popularity (demand) at the Office of Special Services - Women's Programs.

University Center

I-53. . .Commendation

I-54. . .women be given consideration relating to night positions.

Completed 1973.

Library

I-55. . .the Task Force, as soon as possible, provide the Library with a bibliography on women.

Richard Boss, director of Libraries, has done a rather exceptional job of making an extensive bibliography available for distribution at reference desks and to parties on request. A letter of commendation was sent to him by CFW chairperson.

Placement Office

I-56. . .Commendation

I-57. . .the Placement Office be encouraged to do publicity work aggressively on its anti-discrimination position, both through highly visible posters and through written statements to all prospective employers advising them that the placement services of the University are wholly unavailable to those who discriminate in personnel or employment practices.

No Commission action during 1973-74.

they are wholly unavailable
to those who discriminate in
personnel or employment prac-
tices on any basis, including

ACADEMIC PROFESSIONAL WITH FACULTY RANK

II-1. . .an annually revised list of academic-professional females be made available (from the Office of the Vice Chancellor for Academic Affairs) in order that these females can become known and included fully in the activities of the professional community.

II-2. . .that salaries be examined annually by the Office of Institutional Research for the Commission for Women so that a constant surveillance of the current status of women be maintained.

CFW received a list of all females faculty and administrative-professionals for Commission use. No further action reported.

The 1972-73 CFW recommended that the request for the annual salary survey be transmitted to Institutional Research at the earliest possible date after the creation of the 1973-74 Commission in order that the information be available for budget hearings. A request to Institutional Research was made by the Vice Chancellor for Administration for the completion of the salary survey by January 1, 1974. Due to the fact that the 1973-74 salary survey was not available by the projected date, CFW published a capsule report of the previous two salary surveys in Feminist Findings as an official Commission Report.

Salary equilization was discussed at numerous meetings with the Vice Chancellor for Administration. In the 1972-73 budgeting process, separate funds were available to equalize women's salaries. Ebersole, indicated to the Commission that although special funds were not available for the 1973-74 budgeting process, departments would not be

The Office of Institutional Research survey of salaries should be continued on a yearly basis with modification to its accuracy. The results of the survey should be generally available to University employees.

The procedure for salary equilization should be evaluated by CFW. The employee questionnaire should be distributed in the fall of 1974 and the results considered in the evaluation of the equilization process.

Academic Professional with Faculty Rank cont'd

expected to equalize women's salaries at the expense of male employees. Each department head was asked to submit specific recommendations for salary equalizations over and above his/her regular budget request. The 1974-75 equilization procedure for faculty and professional staff was similar. Ebersole informed CFW that salary adjustments for supporting personnel would be made following the completion of the campus job audit presently being conducted by the Personnel Office. CFW requested that Ebersole restate guidelines for equilization of salaries to deans, department heads, and female employees.

In order to ascertain whether or not female employees are aware of University efforts to equalize salaries, CFW decided to distribute the employee questionnaire used by the Task Force in 1972. CFW's decision was not implemented during Spring Quarter because of their focus on restructuring.

II-3. . .active recruitment of women for professional positions begin in earnest with each department being required to show evidence that women were interviewed and given serious consideration for positions.

Martha Begalla, Commission representative to EEOC, referred the Commission's concern about the lack of monitoring of the Affirmative Action Plan to the EEOC. All departments are required to keep specific data on hiring efforts and record them in periodic reports.

Academic Professional with Faculty Rank cont'd

II-4. . .the formulation of a job register of qualified women interested in and available for administrative-professional jobs be an early priority for the CFW.

A list of full-time UTK women faculty and administrative personnel was prepared by Institutional Research at the request of the Vice Chancellor for Administration. In addition, affirmative action materials from other institutions were collected and referred to Robustelli.

II-5. . .participation of women in college and departmental governance be assessed at an early date by the CFW. Nevertheless, with only 106 women (approximately 10 percent) employed full-time on the faculty at the professional levels (of these, only 47 hold a doctoral degree, a sometimes subtle factor in appointment), it would be difficult if not impossible to have women as widely represented in governance as might be desirable and essential in order to achieve a suitable perspective on the changing roles of women employees and the needs of women students. It would seem particularly pertinent to bring into focus at this point the fact that approximately 40 percent of the student population is female, a prime raison d'etre for having greater female participation at professional

No Commission action during 1973-74.

Academic Professional with Faculty Rank cont'd

and administrative levels.

ACADEMIC PROFESSIONAL WITHOUT FACULTY RANK

II-6. . .an early study for the CFW be the determining and correction of such problem areas as salary, rank, promotion, etc. within the field of academic-professional females without faculty rank.

Academic professional employees have been incorporated into the jurisdiction of the Personnel Office and will be included in the University wage and salary program. According to Bennett, director of Personnel, salaries of academic professionals will be normalized with a national rather than local average.

II-7. . .qualified staff in the secretarial category should be reclassified and placed in the administrative category with a concurrent equivalent upgrading of salary.

Job audit was completed and some reclassifications were made at the beginning of the fiscal year 1974-75. CFW should make some effort to see whether or not qualified staff in the secretarial category has been reclassified and placed in appropriate administrative categories and whether or not salary adjustments were made. A survey of clerical staff should be done in 1975.

Student Health Clinic

II-8. . .at the earliest possible date, a full-time female physician be added to the Student Health Service staff.

No female physician has been hired. The Family Planning Clinic, a joint project of the Student Health Service and the Knox County Public Health Department, is available to students two days per week. Since its establishment in January 1973, the Clinic has served in excess of 2,500 students.

EEOC

II-9. . .the UTK Equal Employment Opportunity Committee (EEOC) consider as a first matter of business the provision of Social Security benefits for part-time employees holding permanent jobs.

Martha Begalla was the CFW representative on the EEOC for the 1973-74 year. She presented a list of CFW priorities to them which included: in-service training program on EEOC; problems of women on campus, i.e., tenure; falsification of EEO reports; difficulty in getting information on the Affirmative Action Plan.

Closer cooperation between CFW and EEOC should be encouraged for the coming year.

Part-Time Personnel

II-10. . .the CFW, the EEOC, and the Administration, in cooperation with the Handbook Committee and the Retirement Committee of the Senate, develop immediately a policy on fringe benefits for regularly employed part-time personnel (tenure should be included in this policy). The nepotism rule as proposed by the Handbook Committee should be adopted immediately and widely disseminated.

A letter of inquiry was sent from the CFW should follow up. CFW Chairperson to Ebersole asking about fringe benefits for part-time personnel. Ebersole responded that he thought Joe Johnson would be receptive to a request to consider renegotiation of our Social Security contract. Chairperson replied, requesting that there be no limit placed on social security for part-time employees and that he please request the renegotiation. Jack Reese sent a letter to Johnson so requesting.

TIAA-CREF

II-11. . .the EEOC and the CFW be responsible for keeping informed about national effort on the part of several women's groups to achieve higher TIAA-CREF benefits for female retired professor.

EEOC reported no activity relative to TIAA-CREF to the Commission.

NON-ACADEMIC PERSONNEL

II-12. . .within the non-academic ranks, a total reevaluation of the methods for determining ratings, promotions, transfers, raises, etc., should be made as well as job analyses and reclassification of all employees with a concurrent correction of salary inequities.

A new job classification plan was implemented during 1973-74.

II-13. . .job openings be made known to existing non-academic staff before positions are made available to off-campus candidates. A listing should go to every department with a mandatory immediate posting where all employees may become aware of the opportunities involved.

Job listings are being made available to offices once a week. It has been noted that employees must report to their supervisor before asking for a chance to be transferred. CFW felt that this could bring negative sanctions and should be changed. It should be also noted that the new job application forms no longer asks whether an applicant's spouse is a student and for the spouse's GPA.

II-14. . .Mr. Ed Bennett, director of Non-Academic Personnel Office, be requested to formulate and set in motion some sort of grievance procedure for non-academic personnel. A possible model is the one now being used by the Physical Plant.

A grievance procedure was set in motion by Ed Bennett, and the Employee Relations Committee was formed. More grievances have been reported than in the last two years; however, Bennett thinks there should be more (in 1973, for instance, there were only 50 grievances brought forward from 3,000 employees). A spin-off effect is the greater reliance on ERC rather than on the grievance procedure in resolving grievances.

Non-Academic Personnel cont'd

II-15. . .a non-academic employee handbook be developed immediately which would include such information as a sort of guidebook to the campus offices with names of officials, services of the office, telephone numbers, etc.; explanation of procedures for classifications, promotion, transfer, salary, and obtaining insurance, information concerning inservice training opportunities, waiver of fee opportunities, CPS information, etc. Preferably one would be available for each non-academic employee but if not, the handbook should be widely available, readily accessible, and employees should be encouraged to familiarize themselves with its contents.

II-16. . .the CFW formulate and recommend to the administration a new policy relative to waiver of fees for classes taken by supporting staff which would include permission to take non-job-related (as well as job-related) courses for credit toward a degree (or audit) with waiver of fees.

II-17. . .the University make public immediately the new Certified Professional Secretary (CPS) Law, indicating the fact that the automatic

A new handbook was printed, copies for supporting staff were printed. Copies are made available to all new employees at their orientation meeting.

The new waiver of fees policy as approved is listed in the "Handbook for Supporting Personnel." Ed Bennett informed CFW that approximately 80 females per quarter were taking advantage of the new policy--this would not include those taking classes for audit only.

The CPS law is in effect in the state of Tennessee and pursuant raises due all state employees. UTK has decided to give step one increase but not step two, indicating

Non-Academic Personnel cont'd

increment would be forthcoming for all employed secretaries who pass the examinations giving them the right to this rating.

that we are not obligated because we are not state employees, even though supporting staff are members of the state retirement plan.

II-18. . .the CFW formulate and recommend a plan for non-academic professionals which would allow and encourage active participation in job-related professional organizations and conferences.

CFW was informed that budgetary restraints prevented consideration of an extension program of this nature at the present time.

CFW should urge the adoption of a general positive attitude toward encouragement of professional development for staff.

AFFIRMATIVE ACTION PLAN

II-19. . .the Affirmative Action Plan for UTK, as prepared by the Director of Personnel and adopted by the University Administration be widely disseminated and implemented without delay.

CFW has encouraged wide dissemination of the Affirmative Action Plan. The Plan has been distributed across campus and its implementation urged.

WOMEN'S STUDIES

III-1. . .Women's Studies Program be established to carry, initially, a minor at the undergraduate level. The decision to establish a major should be made if and when coherent focus, philosophy, and objectives are identified.

The Coordinating Council for Women's Studies, composed of members from CFW and representatives from all colleges and schools except Architecture, sponsored a Women's Studies Symposium at the University Center on October 10, 1973. The program was administered through the Office of Special Services, and the expense for the program was borne by some of the participating colleges. Over 300 persons partici-

[-2. . . an Advisory Committee on Women's Studies be established to develop the Women's Studies program. It should be interdisciplinary, composed of personnel from supporting colleges, and coordinated by an administrator who would devote one-half time to this appointment.

pated in the program, and the community feels that personnel on the campus are better informed and some of the lesser active colleges have been energized to a degree.

The thrust of the recommendations from the Task Force on Women was directed toward the campus level program administration; however, due to budget and/or organizational uncertainties the campus has looked to the college for initiative in establishing Women's Studies. The strongest interest and response has been from the College of Liberal Arts even though other colleges have demonstrated a responsiveness to such a program. The Liberal Arts Committee for Women's Studies was appointed in the spring of 1973, it was decided that Women's Studies Programs fulfilled unique and necessary functions within the curriculum. Points of view on this idea were solicited from faculty members in various colleges, participants at the Women's Studies Symposium, October, 1973, and students at open hearings. On November 19, 1973, the Committee submitted the general recommendation for the establishment of a Women's Studies Program and specific recommendation for initial structure. In 1974, the proposed Cultural Studies minor in Women's Studies was passed through the various channels necessary for its imple-

Women's Studies cont'd

mentation. The minor and introductory courses will become effective in the winter of 1975.

Suzanne Kurth was selected as chairperson for 1974-75.

LANGUAGE

No Commission action during 1973-74.

IV-1. .every effort be made to utilize language terms and statements which obviously include both sexes of our community. For example, one could utilize human, humans, persons, individual, individuals, human beings, homosapiens, people, peoples, man/woman, woman/man, or humanity instead of the term man. A course labeled "Man and Culture" might be more appropriately labeled, "Humanity and Culture," "People and Culture," or "Humans and Culture."

Terms such as chairman or ombudsman should be replaced by chairperson, chairone, ombudsperson, or ombudsone. Instead of utilizing the generic he, him, or his, one might substitute one, he/she, she/he, or one.

ne, him, or his, one might
substitute one, he/she,
she/he, him/her, her/him.

Language cont'd

An increase in the use of they, their, or them to include both males and females (even though the referent is singular) has been observed recently. For example, "every individual should be encouraged to their own thing," is, even though "grammatically incorrect," more acceptable to individuals concerned with female identity than is emphasis on formal grammar.

No Commission action during 1973-74.

IV-2. . .the title Ms. rather than Mrs. or Miss be used within our University community. The rationale behind this title is that the marital status of females is as irrelevant in addressing them as is marital status of males. Just as we use the title Mr. to address men, whether married or unmarried, we propose using the title Ms. to address females, whether married or unmarried. Ms. is currently being adopted across the nation as a standard form of address by women who want to be recognized as individuals, rather than being identified by their relationship with a man. In the same sense, it seems inappropriate to refer to a female, whether secretary, student, or faculty, as Mrs. John Doe when her name is Mary. Therefore, we suggest the use of Ms. Mary Doe in the

Language cont'd

University communication, thereby recognizing her individual identity. It is also inappropriate to compose lists of persons in which men are identified as John Doe, Joe Blow, etc., and women are identified as Mrs. Mary Dow, Miss Mary Blow, etc. Marital status is irrelevant; individuals, male or female, should be given comparable treatment.

IV-3. . .personal language patterns, course titles, and descriptions, job descriptions, application forms, student handbooks, and other University literature be examined to insure that the sexist bias is removed from our language. Language constantly evolves in response to need. It is grasping today for ways to accommodate the new recognition of women as full members of the human race.

University literature was not examined in a systematic fashion although several complaints were received regarding bias in official University correspondence.

IMPLEMENTATION

Commission

V-1. . .the Chancellor appoint a permanent Commission for Women by early fall, 1972. This body should be chaired by a female administrator with significant campus-wide authority and should include representatives of

Recommendation applies to 1972-73 Commission. The 1973-74 Commission was appointed early in October, 1973, as possible to ensure full membership for a one-year term ending September, 1974. According to Ebersole, the members were selected on the basis of continuity and change.

Any vacancies occurring during the 1974-75 should be filled as quickly as possible to ensure full membership on the Commission.

Commission cont'd

supporting employees, and the Office of Women's Programs.

V-2. . .a chairperson of the CFW be appointed who is an administrator with significant campus wide authority and whose defined duties would permit the devotion of significant time and effort to the work of the Commission. The chairperson must have sufficient clerical and research staff, office space, and budget to enable the Commission for Women to carry out its purposes.

V-3. . .an administrator be appointed for at least half time to implement and direct the Women's Studies Program.

During the Fall Quarter, three Commission members resigned and new appointments were not made until Spring Quarter. Ann Wachter, chairperson, resigned in April for personal reasons and Martha Begalla was appointed Acting Chairperson.

During the 1973-74 year, the Chairperson was assisted by a secretary from the School of Social Work funded by the Chancellor's Office for one day per and a graduate field placement student from Social Work.

Relevant information regarding the role of the chairperson may be found in the section on Commission restructuring.

See recommendation III - 1/2.

COMMENDATIONS

The following list includes the commendations sent by the 1973-74 Commission for Women to those individuals or departments designated in the 1972 Task Force and 1972-73 Commission Reports.

| <u>Recommendation</u> | <u>Recipient</u> | <u>Date</u> |
|-----------------------|---|-------------|
| I-1 | Colleges of Agriculture, Engineering, and Law | 2-7-74 |
| I-7 | Aquatic Center | 1973 Report |
| I-8 | Ira Sliger, director of Recreation | 3-4-74 |
| I-11 | William Barton, director of University Evening School | 2-7-74 |
| I-13 | Food Services | 1972 Report |
| I-15 | Norm Hill, director of Food Services | 2-7-74 |
| I-20 | Student Health Services | 2-1-74 |
| I-21 | Student Health Services | 2-1-74 |
| I-26 | Office of International Student Affairs | 1972 Report |
| I-29 | Rental Properties | 1972 Report |
| I-31 | Orientation Office | 1972 Report |
| I-33 | Physical Education Department | 1972 Report |
| I-44 | Student Activities Office | 1972 Report |
| I-53 | University Center | 1972 Report |
| I-56 | Placement Office | 1972 Report |

COMMISSION PROJECTS

The Commission for Women projects not directly related to former Task Force Recommendations, are summarized below:

SUBJECT

RECOMMENDATION

Rape Crisis Center (RCC)

CFW met with Rosemary Burr, one of the organizers of RCC and a trainer of volunteer counselors. CFW reviewed the activities of the RCC. CFW learned about the organizational structure of RCC, as well as its funding situation, its tie with FISH, publicity, and the counseling service it offers.

CFW also inquired about the relationship of RCC and UTK administration. Present University policy does not appear antagonistic to RCC but significant University support is not anticipated.

CFW member Harry Jacobson, attended a board meeting of RCC and reported that he was generally impressed with the organization. CFW indicated its support of RCC in a letter to its board members.

Handbook for Women

CFW explored the possibilities of preparing a handbook for women at UTK. One topic of the brochure will be a description of CFW services and its function. The format of the handbook and the comprehensiveness of the coverage must be finally decided by CFW. Ebersole has requested a description of this project, including cost estimates.

Student Senate Restructuring

At the CFW March 6 meeting, a request was made by CFW to write a letter to the Student Senate regarding the elimination of women's representation in restructuring

CFW should request a report from the Vice Chancellor for Student Affairs regarding the progress on the development of a comprehensive health care program in order to discern the official University relationship to RCC.

CFW should proceed with the preparation of the handbook. CFW should report its plans for the handbook to Ebersole in order to obtain funding.

Student Senate Restructuring cont'd

action. A letter of support for a representative for women on the new organization was sent (3-13-74) to Bill Haltom, Student Body president. The reply (3-18-74) indicated that the present structure in no way precludes women from the council, and that further discussion and public hearings were scheduled. At the time of the final restructuring, a representative from the Coordinating Council for Women's Programs was included on the Student Coordinating Council.

Input Network

In an effort to establish communication with the campus, CFW members met with WIT (Women Involved Today) on 11/6/73. A formal mechanism for gaining input from campus groups was developed by the Commission in November. The first meeting of the groups involved was held on 3/6/74, and those present included Mary Ellen Mitchell, Placement Office; Susan Gordon, UT Evening School; Emily Ely, director of Women's Activities, National Alumni Association; Suzanne Kurth, Women's Studies; Bill Snyder, chairperson, EEOC; Joe Robustelli, Affirmative Action officer; and Maggie Carini, Panhellenic. All members of the Coordinating Council for Women's Programs, Betsey Creekmore, Assistant vice chancellor for Administration, and visitors were present. In a follow-up memorandum, received by the CFW on 3/13/74, Maggie Carini stated that she thought the CFW should be playing a more forceful role, needed much better public relations, and more members.

Part-Time Scholarships for Women

CFW was informed about the efforts of the Evening School to seek sources of funding for scholarships for part-time women students.

CFW should make substantial efforts to inform and seek opinions from those groups on campus that have major interests in the employment, education, or activities of women. The appointment of ex-officio members of the CFW and public meetings once a quarter would ensure better campus communications.

CFW activity in this project should be re-evaluated in light of Title IX.

Self-Defense

A commendation was sent to Carolyn Johnson, assistant professor of Physical Education (2/14/74) for her efforts regarding self-defense for women students and supporting staff. Self-defense courses are providing a realistic, needed service for women on the UTK campus.

Grant Proposal - Tennessee Committee for the Humanities

During November, a proposal was submitted to the Tennessee Committee for the Humanities on behalf of the CFW by The University of Tennessee, Knoxville for a two-day conference, "It's A Woman's World: The Academic Humanist and Changing Public Policy." CFW's request was not approved--it was recommended that CFW withdraw from the project and turn it over to the Continuing Education Division, a group which could put greater emphasis on community, hold the conference off campus, and emphasize issues related to questions of public policy.

Research

William Goodwin, dean of Research, attended a Commission meeting and presented an overview of the functions of the Office of Research, which include:

- responsibility for helping faculty in the procurement of funds
- handling all UTK research proposals (reviews budget, administrative commitment, etc.)
- processing of all contracts
- presently developing a faculty profile in terms of research interest in order to facilitate identification of faculty when requests for proposals are received
- maintaining a reading room of reference materials on grants
- keeping informed of the status of federal legislation

Research cont'd

Robert Bassett, Main Library, formulated a "key word" list for CFW. Upon receipt of notices of funding sources, the CFW distributes the information to the appropriate individuals or departments.

Governor's Commission on Status of Women

Ann Gillenwater, of the Governor's Commission on the Status of Women, visited the CFW on May 30, 1974 and explained the function of the Governor's group and possible services they could provide UTK.

Student Grievance Procedure

The Commission received numerous complaints from students about sex discrimination in grading, field practice opportunities, etc. Several Commission members investigated the availability of grievance procedures for students and found the University Ombudsman and usual academic channels to be the appropriate sources at present. Through the Office of Student Conduct, the Commission was informed about University consideration of an academic grievance system proposed and the probability of recourse for Title IX violations being outlined in the final HEW guideline.

A follow-up on establishment of academic grievance procedure and Title IX implementation is planned for 1974-75.

SECTION III

SECTION III: MINUTES OF MEETINGS

October 24, 1973 - May 23, 1974

This final section of the 1973 - 74 Report is composed of the minutes of the CFW meetings to date.

Commission for Women Meeting
October 24, 1973

All were present except Laura Hicks, Harry Jacobson, Lauren Murphy, and Ken Stair. Also present were Dr. Luke Ebersole and Margaret Badal.

This was the first meeting of the Commission for Women (CFW) for the 1973-74 academic year.

Members introduced themselves and stated their areas of interest:

Ann Wachter - Chairperson, CFW

- Interested in women's role in social work education and in working for opportunity and choice for women.

Martha Begalla - Director of Women's Programs

- Member of Women's Task Force and CFW, 1972-73
- Primarily interested in working with women students.

Barbara Wickersham - Representative of supporting personnel.

Harriet Douthitt - Senior, Communications Research

- Would like to be active in CFW.

Mike Flanary - Junior, Business Administration

- Interested in women in athletics.

Sharon Lord - Member of Women's Task Force and CFW, 1972-73

- Focus primarily on women's studies and academic concerns
- Work toward full integration of women in the academic community.

Korin Hearne - Doctoral candidate, Zoology

- Representative to Graduate Student Council
- Interested in working for fairer treatment of women students on campus.

Beverly Smith - Receptionist, Administration

Dorothy Lyon - Faculty member, Home Economics

Introduction
of CFW
Members

Ann introduced Margaret Badal, second-year social work student, who will have her field placement with CFW. This experience will give Margaret an opportunity to learn about the university community and about the role of commissions in the university system. Ann asked for members' suggestions as to how Margaret could be useful to the work of CFW as well as how it could be made into a worthwhile experience for Margaret. She will be attending all CFW meetings.

Margaret
Badal,
SW Field
Placement
with CFW

The remainder of the meeting was devoted to a discussion with Dr. Ebersole of the CFW and its relationship with the central administration.

Appointment of Members to CFW

Dr. Ebersole stated that emphasis was placed on continuity of CFW in consideration of appointment of members for 1973-74, since this was the consensus of the past (1972-73) commission. He hoped that future appointment of members would be based on both continuity and change. He felt new members to be desirable if the CFW is to represent the university community; it would also give others interested in serving an opportunity to do so.

Appointment
of 1973-74
CFW Members

Appointment of Assistant Vice Chancellor for Administration (Ass't VCA)

Dr. Ebersole summarized the circumstances leading to the appointment of the Ass't VCA: the Task Force brought to the attention of his office the lack of women in the central administrative structure. The functioning of the CFW also required a close working relationship with the central administration. Dr. Ebersole agreed that a link between the CFW and the administration was needed and that a woman should serve in this role, if possible. The search was delayed due to the resignation of Archie Dykes. It could not have been predicted that a change in structure would not occur with the appointment of a new chancellor. Fortunately, with Dr. Reese as chancellor, the functioning pattern is much the same; attention to and support of women's concerns continues. Dr. Reese is supportive of CFW's work. The two basic criteria used in the search for the Ass't VCA were:

Ass't Vice
Chancellor
for Adminis-
tration

- 1) Someone broadly oriented to central administration

CFW Meeting - 10/24/73

3

work

2) Someone who could relate to CFW.

Dr. Ebersole felt that appointment of Betsey Creekmore fits the needs of the central administration. He also felt that the needs of CFW could be met by his and Betsey Creekmore's working with the commission.

Dr. Ebersole requested the Commission's view on this appointment.

The general feeling among members previously involved with CFW was that the appointment of a woman in the administrative structure was a move in the positive direction. However, Sharon felt the needs of the CFW as outlined in the Task Force report (p. 118) could not be fulfilled by the person appointed. The key element missing is the right kind of awareness and experiences with women's concerns. A person is needed who can be an active advocate of women on an everyday basis. He/she should be academically rather than administratively oriented. Members were disappointed that this situation had arisen.

Dr. Ebersole stated that he sensed a change in perspective from that previously expressed by commission members. Specifically, he felt that CFW members were advocating for an "associate vice chancellor for women." Through previous dialogue he sensed that the person in central administration responsible in performance of certain functions in relation to CFW need not necessarily be a woman. He felt that he himself qualified in keeping sensitivity high to women's issues. He emphasized that the duties of a person in central administration was both creative and routine and that he/she will not be special or protected from doing the routine work. His major concern was how a person could fit in broadly with administrative needs.

Ann stated her understanding with Dr. Ebersole when the appointment of the Ass't VCA was made: the filling of the present position would not necessarily eliminate another position of Ass't VCA. Dr. Ebersole reinforced this statement at this time.

Sharon pointed out that two positions (ass't VCA and ass't vice chancellor for academic affairs) were

CFW Meeting - 1 /24/73

4

recently filled that could have related to CFW needs. She wondered whether the affirmative action method was followed and outlined the method used in the Educational Psychology Department: job requirements are outlined in writing and made publicly available so that those who might normally be overlooked would have the opportunity to apply. Ann pointed out that this was a major change in the manner of recruitment. Harriet: "Why wasn't the CFW consulted when these positions were open?"

Dr. Ebersole suggested the following options:

- 1) See what can be done, assess what is left undone, then decide how to proceed from that point.
- 2) Dr. Ebersole will review this situation with Dr. Reese and the other vice chancellors.

Dr. Ebersole further stated that he would be willing to relate to the CFW in any way it desires; however, any action desired by the CFW would be expedited more quickly and efficiently through the Ass't VCA than through him.

Korin felt that for the present time someone with his/her head in the right place along with someone with the administrative ability working together is better than not having either.

It was decided that the CFW would relate to the office of VCA in the same manner it has done in the past until it has had the time to think the matter through more thoroughly.

Sharon and Korin will work on a job description for the position left unfilled.

Salary Survey

Ann distributed a draft of the memo regarding salary survey for 1974 (see attachment). She will assume that there are no objections or corrections and will forward the memo if she has not heard from members by Friday, 10/26.

Salary
Survey

The next meeting will be on Wednesday, November 7, 9:00-11:00, at 122 Perkins Hall (conference room).

Commission for Women Meeting
November 6, 1973

All were present except Korin Hearne, Laura Hicks and Beverly Smith.

EEOC

Ann announced that Marty Begalla has been appointed by the Chancellor to be CFW's liaison with EEOC. Marty pointed out Lida Barrett's report on EEOC and the need to strengthen EEOC-CFW relationship. She briefly summarized the purpose of EEOC - it is the governing committee for the Affirmative Action Plan. Any matters relating to employment are in its jurisdiction. In the past, individual cases of grievances have been channeled through it.

EEOC

Marty is presently working on a statement to EEOC on matters that CFW feels should be attended to. These include:

- 1) In-service training program on EEOC.
- 2) Problems of women on campus, i.e., tenure.
- 3) Falsification of EEO reports - the alleged rumor makes reference to both women and minorities.

Harry suggested that an audit or random check may be a way to determine if the rumor is true. Barbara pointed out that anyone not covered by Social Security (i.e., some part-time women) are not included in the EEO report.

- 4) Difficulty in getting information on the Affirmative Action Plan. A flyer on the grievance procedures (both internal and external) is needed.

Members felt it appropriate for EEOC to prepare printed materials which would inform and would simplify understanding of the grievance process.

Marty requested that any matters relating to employment be directed to her.

1974 Salary Survey

Ann reported that the memo to Dr. Ebersole requesting the 1974 salary survey was sent. Dr. Ebersole in his reply to her request stated that the Office of

CFW Meeting - 11/6/73

2

Institutional Research was asked to complete this year's survey by January 1, 1974. A "B" priority was placed on the request (advance notice is required if the deadline cannot be met). He also welcomed any CFW suggestions on improvements to the survey.

1974 Salary
Survey

Discussion on salary equalization followed.

Marty wondered what could be done to help people understand how they are being evaluated.

Ken felt that the University is far away from any realistic evaluation process. The administration needs to set specific goals and priorities before realistic salary equalization can be achieved. He further felt that the concept of evaluation is resented by many faculty.

Ann - as one learns more about "female money," efforts toward equalization may be increased. She has positive evidence that the availability of equalization money is not sufficiently well known on campus.

Harry - most department heads are not current on the personnel evaluation literature.

Action to be taken by CFW:

- 1) Ken will draft a statement to the administration regarding the overall evaluation picture.
- 2) Each member will look toward his/her own department.
- 3) Ann and Ken will draft a memo to Dr. Ebersole to reiterate the importance of communicating once again information to deans and thence to department heads concerning evaluations and female money.
- 4) Serve as advocate for women by responding to immediate cases - individuals who feel they are being discriminated against.
- 5) General publicity campaign:
 - a) Work through EEOC on flyer on grievance procedures.
 - b) Beacon article and telephone service (Margaret Badal).
 - c) Publicize results of the salary survey to help allay fears (Margaret).
 - d) Publicize in daily newspapers and radio ads.

CFW Meeting - 11/7/73

3

(Ann will get copies of the salary survey for new members.)

Rape Crisis Center (RCC)

Margaret reviewed the activities of RCC so far: FISH will provide an answering service. Counselors will be available during nights. When a call is received, a counselor will accompany the rape victim to the hospital while the police will follow to provide protection. Randy Tyree is available for legal consultation (Harriet). Agreement for long-term counseling has been made with the Helen Ross McNabb Mental Health Center.

Rape Crisis
Center

According to Harriet, the following areas are still being worked on:

- 1) Funding - A home base is needed. Also, Marty has given information on funding specifically for training counselors to Rosemary Burr, one of the organizers of RCC.
- 2) Publicity.
- 3) Working toward the "institutionalization" of the organization.
- 4) City-wide efforts - education programs on preventative measures.

Chancellor's Search Committee

Ann reported on the activities of the Search Committee this summer on which she served as CFW's representative. Letters were sent out requesting rosters and resumes on qualified women. Forty-seven women were nominated, four submitted resumes. The CFW was convened to interview the final candidates. Ann felt sex discrimination was not evident in the process of the search. She read a letter from John Prados, chairperson of the Committee, to Robert Williams of the Department of Educational Psychology which she felt exemplified the open process used. The Search Committee's report is in the process of publication and should be available soon.

Chancellor's
Search
Committee

Women's Studies Symposium (Marty, Sharon, Ken)

The Coordinating Council of CFW, composed of members from CFW and representatives from all colleges except Architecture, sponsored a Women's Studies Symposium at

Women's
Studies

CFW Meeting - 11/7/73

4

the University Center on October 10, 1973. Marty, whose office coordinated the program, estimated that there were 300 participants in both sessions. Sharon felt that people are better informed as a result of the symposium and some of the lesser active colleges have been energized. A questionnaire was given to participants and is now being evaluated.

Members were disappointed with the lack of concrete administrative support. Funds which they had hoped to get from the administration were not available. The importance of having CFW included in the annual budget needs to be communicated to Dr. Ebersole. Ann and Ken will work on this matter.

Marty suggested that the Coordinating Council set up another meeting to determine what kind of further technical assistance is needed in establishing new courses.

Sharon suggested that if the new Assistant Vice Chancellor for Academic Affairs to be involved in interdisciplinary programs it would have been most appropriate for him to become involved with women's studies.

Status of women's studies as major or minor:

Women's studies has not been established as a major or minor; the problem is that majors are usually defined within a college and women's studies is an interdisciplinary program. Efforts so far have been toward the establishment of courses in different departments (Sharon).

Liberal Arts has a program for individualized majors in which women's studies could easily be included (Harry).

Bookstore - Recommendation I-52

Ann reported that she sent a memo to David Burris on August 3 reiterating her conversation with him re: setting up a display on paperbacks on women's literature.

Bookstore

Marty will put together a list of available paperbacks. All recommendations should be sent to her.

CFW Meeting - 11/7/73

5

Grant Proposals

Mike distributed copies of the Tennessee Committee for the Humanities (TCH) announcement inviting grant proposals from local organizations (see attachment).

Grants

Harry informed the group that that organization had a good deal of money which it wants to use within the next twelve months. A call should be made on any initial proposal to see whether it fits the TCH guidelines. Ann will follow up on this. She thought it indicated to invite Jane Crater, Executive Director of TCH, to Knoxville for fuller exploration of guidelines.

It was decided that appropriate action for CFW would include:

- 1) Service to academic community and general public not reached by regular continuing education programs.
- 2) Determining the kinds of model programs and research grants available.

Administrative Position in the Office of the Vice Chancellor for Administration

Sharon reported that she, during a meeting with Dr. Reese, reviewed her understanding of the history of the appointment of the Assistant Vice Chancellor for Administration, emphasizing that she, as a member of CFW, was not objecting to the appointment of Betsey Creekmore per se. Dr. Reese examined the Task Force recommendation and felt that no new job description was needed. He is to contact Ann shortly on the matter. Dr. Reese stated that he was unaware of the commitment to CFW with respect to input on the position of Assistant Vice Chancellor for Administration.

Ass't Vice
Chancellor
for Adminis-
tration

Ann noted that she did receive a call from Dr. Ebersole's secretary regarding a future meeting with Dr. Ebersole and Dr. Reese.

Next Meeting, November 21, 1973

Ann announced that she will not be present at the next meeting and Ken Stair will chair it. Things she would like CFW members to consider in the near future include:

CFW Meeting - 11/7/73

6

- 1) Pros and cons of weekly or bi-monthly meetings.
- 2) Areas of interest CFW members will assume. Ann would like a written note from members within a month stating interests, planned activities, target goals, dates, etc., for projected CFW work. Part II of 1973 annual report, which addresses CFW recommendations, offers suggestions for activities.

Commission for Women Meeting
November 21, 1973

All were present except Harriet Douthitt, Laura Hicks, Sharon Lord, Lauren Murphy and Ann Wachter. Suzanne Kurth from Liberal Arts was also present.

Ken Stair chaired the meeting in Ann's absence.

WIT Meeting

Approximately 24 people were present at the WIT meeting, 11/6/73. Ken, Ann and Barbara represented CFW and gave a run-down on the Commission's activities and concerns.

WIT Meeting,
11/6/73

Ken - felt undercurrents at the meeting that were not expressed.

Barbara - has followed up with Ed Bennett a question raised at the meeting regarding publicizing the representatives of supporting personnel in Staff Stuff.

Stationery for CFW

Stationery with CFW letterhead will be available shortly.

CFW Stationery

Grants

CFW invitation to Dean of Research regarding grants: Ken felt this should not be done until CFW has some specific questions.

Grants

Invitation
to Dean of
Research

Grant Proposal to Tennessee Committee for the Humanities

Mike reported that a grant proposal was submitted to TCH on 11/13/73; a decision should be made by 12/15. (Margaret distributed copies of the proposal.)

TCH Grant
Proposal

The proposal was submitted by the UT administration on behalf of CFW. Betsey Creekmore was responsible for most of the work. Marty, Mike and Ann from CFW assisted her.

The request is for \$11,500 to be matched by in-kind funds from UT.

The proposal is for a 2-day conference sponsored by

CFW Meeting - 11/21/73

2

CFW to be held on campus for 150 participants. The participants will be those not normally reached through continuing education programs. Church groups, PTAs and labor organizations will be invited to send representatives.

Topic of conference - "It's a Woman's World: the Academic Humanist and Changing Public Policy." There will be speakers from various disciplines and seminars led by the speakers in which the role of women in the disciplines will be examined.

The conference will be evaluated and a final report written.

The proposal is to be implemented within 14 weeks after approval from TCH. A project coordinator will be designated to see over the day-to-day functioning of the conference in its planning stage.

Mike felt that CFW's chances for approval of the grant is very good.

Other Grant Possibilities

According to Mike, Betsey Creekmore and William Goodwin are interested in developing a model for funding women's intercollegiate sports.

(To Ken's inquiry as to whether the Office of Vice Chancellor for Administration is picking up more on CFW matters, Mike stated that he was impressed with the attention given to the grant proposal. He thought that the Commission is receiving better service than it did last year and felt it would be continued.)

Office of
Vice Chancellor
for Administration

Input on CFW Services and Functions - Brochure

Marty and Barbara will draft an outline for a brochure to be brought to CFW members at the next meeting for their input.

CFW Brochure

Ken - felt at WIT meeting that students are looking to CFW as an ombudsperson for women; he feels uncomfortable being put in that position. CFW should clarify in the brochure that it is not a grievance board.

Margaret reported that the Task Force Report is now

CFW Meeting - 11/21/73

3

available in the Main Library and the Annual Report will be available as soon as more copies are printed.

CFW Reports
in Library

Supporting Personnel (Barbara)

Barbara suggested that Ed Bennett be invited again to a CFW meeting to bring members up to date on job evaluation and salary equalization for supporting personnel. It seems that January is no longer the target date for implementation of salary equalization. Ken has heard that the reason for the delay is that there has been much dissatisfaction with the initial evaluation process. Sometime in January was suggested.

Supporting
Personnel

According to Barbara, Ed Bennett stated that with CFW support he has been able to accomplish more for supporting personnel than he could possibly have without it. At a meeting with Mr. Bennett, CFW should find out in what ways it can continue to be supportive.

Liberal Arts Ad Hoc Committee on Women's Studies

Suzanne Kurth, chairperson of the Liberal Arts Ad Hoc Committee on Women's Studies, spoke to CFW re: the report and recommendations it will present to Dr. Alvin Nielsen, Dean of Liberal Arts.

Women's
Studies

The Ad Hoc Committee will recommend that a women's studies program be implemented as of Fall, 1974. It is to be placed under Cultural Studies. Initially, women's studies will be an interdisciplinary minor. Membership for the women's studies committee will consist of the chairperson, three additional representatives from Liberal Arts, one representative from the College of Education, and four students. Ex-officio members will include a representative from the Office of Women's Programs, the Assistant Director of Evening School and a representative from CFW. It will have a non-rotating female chairperson with $\frac{1}{2}$ release time. A general operating budget is requested, including secretarial support. Finally, it recommends a Women's Resource Center which would coordinate information from the Office of Women's Programs and the Evening School program.

Members decided that it would be appropriate to send

CFW Meeting - 11/21/73

4

a letter to Dr. Ebersole with the expectation of it being transmitted to Dr. Nielsen stating that CFW has considered the report of the Ad Hoc Committee and endorses it as presented. Ken will take care of this before Thanksgiving.

Ms. Kurth stated that the committee's major concern is funding for the program. She welcomed any suggestions on funding possibilities. Suggestions given:

- NSF is now funding social sciences programs (Ken)
- William Goodwin, Dean of Research (Mike).

Booklist for Bookstore (Marty)

Marty has drawn up a list of recommended paperbacks for the UT Bookstore. The books were rated in terms of popularity (demand) at the Office of Women's Programs.

Booklist
for UT
Bookstore

EEOC

Members approved Marty's draft of the memo to EEOC re: CFW concerns.

EEOC

Ken suggested that Marty follow up on the status of the situation re: part-time faculty. No definitive action seems to have been taken since the matter was referred to an executive committee of the Faculty Senate for in-depth study. Marty will write to Dr. Keenan stating CFW's continued interest in this matter.

Input Network (Marty)

Marty presented a list of organizations which could form an input network to pass on information re: CFW as well as to solicit input. Additional suggestions given: Dames Club (Ken) and Church Women United (Barbara).

Input
Network

Marty pointed out that at the May, 1973, meeting with faculty women it was learned that:

- 1) People had little information about CFW
- 2) A formal presentation and handout about CFW are needed for the meetings.

She also felt that periodic meetings are needed to keep the organizations informed, possibly once a quarter with organization representatives and annually with each

organization.

She and Korin (who will work with Marty on Input Network) will work up a schedule of meetings to be presented at the next CFW meeting.

Ken voiced his anxiety with the lack of communication between the administration and supervisory personnel. The administration is not giving specific enough information. Marty suggested that supervisory personnel could be reached through EEOC. She pointed out that Dr. Snyder now feels the need for an in-service training program since having had some contact with grievance cases.

Projects for CFW Members

A list of members' individual projects should be turned in to Ann before December 5 so that she will have time to look them over.

Members'
Individual
Projects

Next Meeting - Wednesday, 1/9/74, 9:00-11:00, 122 Perkins

No meeting is scheduled for December 5 since the luncheon with the Chancellor is on that day. The next regular meeting will be on 1/9/74.

Commission for Women Meeting
January 9, 1974

All were present except Mike Flanary, Laura Hicks, Sharon Lord, Lauren Murphy, Beverly Smith, Ken Stair, and Barbara Wickersham.

Status of TCH Grant

Margaret reported that although the Tennessee committee likes the proposal, a representative of the national committee feels that more specific legislation needs to be included. Betsey Creekmore is now working on revising the proposal.

TCH Grant

Ann thinks that it may still be possible to keep with the projected timetable (April). She also felt that the advantage of having the conference before school is out is that more people will be informed about it.

Ann mentioned that vitae of members may be needed if the proposal is accepted.

Letters of Recommendation and Commendation

Margaret reported that she is working with Dr. Ebersole's office on this. It has been agreed that Dr. Ebersole will write letters to those who have not responded to Task Force recommendations. A CFW member will write letters on any new recommendations and if no response is received within two weeks, Dr. Ebersole's office will follow up. Both parties will work on letters of commendation - joint decisions will be made as to whether Dr. Ebersole's office or CFW or both should write these commendations.

Recommendations
& Commendations

Graduate Admissions

Margaret spoke with someone in the Graduate Office and confirmed that they do not have any information on the number of applicants rejected for admission. A computerized system which would have the capability of retrieving such information is not projected for a few years yet. The Graduate Office at this time lacks the personnel to obtain the information.

Graduate
Admissions

Each department has complete records of applicants. They recommend the students to be accepted, the Graduate Office makes the final decision. Thus, Margaret

CFW Meeting - 1/9/74

2

felt that any directive on obtaining such information should go through the Graduate Office.

It was felt that the Graduate Council would not be the appropriate body because it has no power administratively; its power lies in determining curriculum policies (Harry).

To Harry's inquiry as to the purpose of obtaining the information, Margaret pointed out that the Task Force could not determine whether sex discrimination existed in graduate admissions because no information was available.

Ann asked for direction from members:

- Korin suggested a comparison of the undergraduate and graduate enrollment. This may help point out any discrepancies.
- Marty: CFW needs to listen to student complaints which have continued since the Task Force report.
- Ann: find out the number of male and female applicants from each department and suggest that such information be kept.

Korin reported that the Graduate Office does have departmental breakdowns on the number of male and female students enrolled. However, this statistic does not include students who carry less than 9 hours which excludes those who are working on their dissertations and normally carry only 3 hours. Also excluded are part-time students, many who are women (Margaret).

CFW Meeting Schedule, Winter Quarter

Next meeting will be January 23, 9:00 a.m. as usual. In the meantime members are to send Ann a note of the times they cannot meet. Sue I. will contact those who were not present.

Meeting
Schedule,
Winter Q.

Ann would like members to consider whether meetings should be held more frequently. Are we getting on with the business? Have we had sufficient number of meetings for members to receive feedback on ongoing matters and encouragement in what they are doing?

Handbook for Women

Harry felt that there could be two directions the

CFW Meeting - 1/9/74

3

handbook can take. It could be a "small" publication fielded by CFW relating to matters specifically dealing with women or a comprehensive handbook that would need the assistance of Dr. Aldmon's office (Student Affairs) to put together. A meeting or two may be needed to thrash out this matter.

Handbook
for Women

Barbara should request for specific time on the agenda to discuss the status of the handbook, the direction it should take and items to include.

Additional copies of the suggestions by Barbara and Marty will be distributed to members.

Rape Crisis Center (RCC)

Rosemary Burr (graduate student in Ed Psych) was present during a portion of the meeting to speak about and answer questions regarding RCC. She is one of the organizers of RCC and serves as trainer of the volunteer counselors.

Rape Crisis
Center

In general, RCC is "alive and well"; it still has some organizational difficulties and has just been physically established.

Organization - consists of the board of directors and representative from CIRS.

Located at Presbyterian Student Center on Melrose. Serves as office and place for rape victim to stay.

Presently, nine volunteer counselors are available. They are trained to be minimally helpful. Most have backgrounds in counseling related work. Rosemary feels the counselors must have a feminist orientation.

RCC has been in operation 1½ months; 6 cases so far.

Funding - RCC has received generous private contributions.

Publicity - RCC has received quite a bit of publicity on radio and television. It is presently working on getting a newspaper woman on its board of directors.

Tie up with FISH - presents some logistical problems,

CFW Meeting - 1/9/74

4

since a mediator needs to schedule counselors a month in advance. Knox Area Pastoral Counseling Service covers 8 a.m. to 5 p.m. RCC counselors are available 7 p.m. to 8 a.m. This leaves a gap between 5-7 p.m. The present policy is to hold the call until 7 p.m. if it is not an emergency. The names of four persons are available if it is an emergency.

Use of the Pastoral Counseling Service is a stop gap measure. Rosemary questions whether the ministers really understand the problems of a rape victim. Ann suggested that a workshop may be helpful.

Ann suggested that Knoxville counseling services, specifically Helen Ross McNabb and Child & Family Services, would be well equipped to handle crisis situations and might be approached concerning covering 5-7 p.m. on days they have evening hours. It was pointed out, however, that the counselors would not have the mobility to go with the rapee to the hospital and stay with her. The Campus Ministers or the Knoxville Ministerial Organization were also suggested as possibilities for covering 5-7 (Harry).

Rosemary hopes to pull in community people who will be more readily available.

Korin inquired whether rapees are advised of the availability of RCC services by hospital personnel or the police. Rosemary stated that the police are not willing to go that far. Ann suggested Rosemary contact Charles Gentry of Child & Family Services who is working with the Safety Department in an orientation program with police officers. It is possible that Mr. Gentry may include RCC information in his orientation sessions or may have suggestions for her.

Harry inquired whether RCC has requested United Way funding to help in increasing its standing in the community. Rosemary stated that it had already been refused such funding but had received encouragement to reapply.

Relationship with University - General feeling among RCC "members" is that the University administration has negative feelings; no active support has been given RCC.

CFW Meeting - 1/9/74

5

Harry asked whether it would be appropriate for CFW to request a position statement from the University administration on RCC. If there is an attitude problem, something may need to be done; if not, RCC's purposes would be fulfilled.

Decision: Harry will explore this matter with Dr. Aldmon.

Rosemary stated that RCC wants CFW support and feels it warrants it.

Next Meeting, January 23, 9:00-10:45 a.m., Perkins Hall Conference Room

Ed Bennett, Director of Personnel Office, will be present. He has been requested to bring CFW members up to date on the status of the study on job description, job titles and salaries for supporting personnel. Any member who would like him to address other major issues should contact him or Ann before the meeting.

Commission for Women Meeting
January 23, 1974

All were present except Harriet Douthitt, Mike Flanary, Sharon Lord, and Beverly Smith.

Mr. Ed Bennett from the Personnel Office was present to bring CFW up-to-date on matters relating to supporting personnel. He responded to questions prepared by Barbara and Marty (see attached).

Meeting with
Ed Bennett,
Personnel
Office

CPS Increase and Professional Development in Supporting Personnel

Barbara raised question as to the reason UT employees who pass the CPS examinations receive only a one-step increase while state employees receive a two step increase which was authorized by Tennessee legislation. Four persons are known to be eligible; their question is: "If UT employees are covered under the state retirement plan, why aren't they considered to be state employees and covered under the bill?"

CPS Increase

She also noted that the Task Force recommendation that personnel be encouraged to join professional organizations and given time to attend conferences has not been implemented.

Professional
Development
in Supporting
Staff

Bennett: At a recent meeting of the employee relations board, the President indicated that UT employees were not covered by this legislation and that the University has established a policy to grant a one-step increase.

Ken cautioned on the use of the state employee argument; much may be lost if UT employees are classified as state employees. Personal responsibility for one's advancement and the climate to encourage such is what is needed. Moving toward excellence is much more than offering raise incentives or apying travel expenses.

Ann was not sure that departments on campus are encouraging any kind of professional development in supporting staff. Raises and travel are part of the broader issue of professional development.

Harry felt that everyone needs encouragement, whether it be financial, public recognition, peer group support. Adoption of a general attitude toward

CFW Meeting - 1/23/74

2

encouragement of professional development is necessary.

Ann suggested and members agreed that since only four CPS persons are involved, CFW should explore the individual cases before making a recommendation to Dr. Ebersole.

Job Opening Listings and Transferring Within University

Bennett: List of job openings is sent to department heads on a bi-weekly basis. This practice began 1½ years ago. When it was found that the lists were not filtering down to supporting staff, Employee Relations Committee (ERC) members were encouraged to post the listings.

Job Opening
Listings

This system is not working perfectly. Hopes in the future that the Personnel Office will be able to make recommendations from promotion from within.

ERC has recommended that: the bi-weekly posting be changed to posting every Monday; in order to fill a job opening, the position must be listed with the Personnel Office and posted; present employees be given a few days to check on any opening before an outside person is hired. (These job openings cover all non-faculty positions).

It is a policy that employees will not be considered for transfer unless he/she has cleared it with the supervisor.

Transferring
Within
University

Discussion centered around the pros and cons of the transfer policy.

Ann: telling one's supervisor sometimes brings negative sanctions, but it can bring awareness that one's talents are valued elsewhere.

Harry: it is not any business of the employer; it should be a matter of choice whether the employee tells his/her supervisor of an interest in transferring jobs.

Barbara: many qualified people are lost to the University because they seek advancement

CFW Meeting - 1/23/74

3

outside where they don't have to tell their supervisors prior to transferring.

Ken: it should be above board. Rather than circumvent any problem, the general climate needs to be changed. The University administrators lack good understanding of good personnel policies due to their having been selected on the basis of their expertise and knowledge rather than on their ability to handle human relations.

Harry: disagreed with Ken; felt odds against changing attitudes of administrators.

Barbara: incomes of supporting personnel are so small that they cannot take the chance of losing their jobs. Ken felt this kind of anxiety is part of life; often it is not substantiated.

Mr. Bennett pointed out the supervisory training sessions have begun to be held since Fall Quarter and felt that this type of problem (negative attitude toward those desiring to transfer) will not occur among those who have had these training sessions.

Marty inquired about the transferring process.

Bennett: employees seeking to transfer, whether it is for a specific job or a general position, fills out a form; the employee must reply affirmatively that he/she has cleared with his/her supervisor an interest to transfer jobs. There have only been a few complaints about this policy.

Mr. Bennett noted that the Personnel Office frequently is asked to assist when a problem occurs between an employee and supervisor.

Job Audit and Implementation

Bennett: The new system-wide job classification plan is now before the President's staff for approval. He hopes it to be implemented in February. In this plan, each classification has a salary range. It will replace the step

Job Audit &
Implemen-
tation

CFW Meeting - 1/23/74

4

system. No employee's salary will be cut although his/her classification may change.

Margaret inquired about the situation in which an employee's salary is greater than the range for his/her new classification. Mr. Bennett felt it very unlikely to occur; if it does, the employee would probably be given only a cost of living adjustment at the next raise period. He noted that in one department with 20 supporting staff, 19 employees' classification would increase one grade level as a result of reclassification, one would remain the same.

Bennett: the Personnel Office is presently meeting with department heads re: reclassification of jobs.

Grievance Procedure

Bennett: there have been more grievances than 2 years ago. Felt, however, there should be more. In 1973, there were about 50 grievances brought out (from 3,000 employees). A spin-off effect is the greater reliance on ERC rather than on the grievance procedure in resolving grievances.

Grievance
Procedure

The Personnel Policy manual contains all written policies relating to supporting staff. New policies re: reduction of workforce, recall to employment and sick leave when re-employed will be added shortly.

Employee Handbook

Bennett: the handbook published last year has been updated; enough copies for every supporting staff plus a year's supply are now being printed.

Employee
Handbook

Waiver of Fee

Bennett: 80 per quarter, mostly females, are making use of this benefit.

Waiver of
Fees

Barbara pointed out that those who audit courses are not accounted for in the figure cited by Mr. Bennett, since they do not need to register to audit courses.

CFW Meeting - 1/23/74

5

CFW members raised question as to the benefit to the University in registering for a course to be audited with respect to the THEC method of allocation of funds by credit hours generated. Mr. Bennett stated he would look into this matter.

Job Application Form

Bennett: confirmed that new job application forms no longer asks whether an applicant's spouse is a student and for the spouse's GPA.

Job Appli-
cation Form

Affirmative Action Plan

Mr. Bennett presented some data re: progress on affirmative action goals set in 1971 to increase women and minority employment in certain categories.

Affirmative
Action Plan

| | | Goal | # Reached |
|----------|------------------------|------|-----------|
| Women | Officials and Managers | 9 | 15 |
| | Professionals | 62 | 25 |
| Minority | Officials and Managers | 9 | 10 |
| | Professionals | 28 | 15 |

He noted that many minorities were lost to the University just as soon as they were hired.

What can CFW do to support the Personnel Office?

Bennett: encourage the dissemination of the Affirmative Action Plan.

Ann will be responsible for writing to Dr. Ebersole encouraging action. Reference will be made to specific goals in the Affirmative Action Plan relating to dissemination of affirmative action information.

Social Security for Part-Time Employees

Bennett: Social Security must be deducted for supporting personnel who work 600 hours or more and for faculty who have 3/4 time appointments.

Social Secu-
rity for
Part-Time
Employees

Academic Professionals

Bennett: This group will be incorporated into the jurisdiction of the Personnel Office. No

Academic
Professionals

CFW Meeting - 1/23/74

6

salary limit will be placed on those who are to be classified in this group. A national salary survey is to be conducted.

CFW Meetings

Meetings have been rescheduled for Wednesdays, 1:15-3:15 at Perkins Hall Conference Room.

Frequency of meetings - Ann felt that CFW has become bogged down and more frequent meetings are needed. Korin agreed, stating that alternate weeks could be used for "speakers" and "housekeeping" duties.

Decision: Weekly meetings will be held beginning January 30, 1974.

Agenda for January 30: members should be prepared with details of memos relating to their areas of concern, if any, and with questions which could be brought up with Dr. Ebersole who will be invited to attend February 6.

Commission for Women Meeting
January 30, 1974

All were present except Harriet Douthitt, Lauren Murphy, Beverly Smith, Ken Stair and Barbara Wickersham.

CFW Resignations

Ann announced that Sharon Lord has resigned from CFW; her reasons for resigning were stated in a formal letter to Chancellor Reese (copies to CFW). Laura Hicks resigned in December since she was leaving UT. Harriet Douthitt will be graduating at the end of the quarter.

CFW Resig-
nations

Ann has requested that replacements be appointed; she has spoken with Dr. Ebersole who stated that he has not received any response from Chancellor Reese as yet.

Ann prepared a memo to Dr. Ebersole in which names of possible new members suggested by CFW members were listed (see attached). Jessica Cady, a sophomore in Home Economics recommended by Dorothy, was not listed in the memo because she will not be available this quarter due to a class conflict.

TCH Proposal (Mike)

Mike reported that the Office of Vice Chancellor for Administration was recently notified that CFW's request was not approved. Specific suggestions for revising the proposal included: putting greater emphasis on community; holding the conference off campus and de-emphasizing the academic humanist theme.

TCH Grant
Proposal

Because of these new guidelines, Mike and Marty recommended to CFW that it withdraw from this project and turn it over to another group, specifically the Continuing Education Division, which already has contacts with the greater community. Ann reported that Miss Creekmore and Dr. Ebersole met with Ms. Jane Crater to discuss the recommended changes and to keep the door open for others at UT to follow up on the program as appropriate.

Harry inquired into the possibility of Dr. Ebersole's office or of some other college sponsoring the conference.

CFW Meeting - 1/30/74

2

Ann suggested that CFW invite William Goodwin to a meeting to discuss program funding possibilities. Dates suggested: February 13/20. Mike is interested and will look into this matter.

Reappraisal Committee

The question of funding raised by Harry brought up the larger question of CFW's role in the administrative structure and of operating budget. Where are "staff" functions to obtain support?

Reappraisal
Committee

Harry suggested that it may be profitable for CFW to speak with Chancellor Reese in view of this experience with TCH grant proposal and of past experiences in obtaining operating funds. He felt that CFW should take the attitude that certain resources are needed to carry out its functions and present a budget that would fulfill these functions.

Ann reported that she and Margaret recently met with Dr. Ebersole and Miss Creekmore re: directions for CFW. As a result of this meeting, Margaret is presently writing letters to different institutions to find out how similar groups operate and are being funded.

The question of the role of CFW within the administrative structure was again raised (refer to 1972-73 minutes for background details). Harry suggested that a block diagram be drawn and CFW determine where it should fit in the diagram. Margaret questioned whether CFW has a choice as to where it fits into the administrative structure; Ann stated that that was determined by the Chancellor in the formation of the Task Force to be the Office of the Vice Chancellor for Administration.

Decision: Harry, Ann, Margaret and Marty will form the Reappraisal Committee to work on this issue.

Women's Athletics (Mike)

Mike reported that he is continuing to follow-up on grant possibilities for women's athletics. Possibilities include a grant to formulate a model for funding women's athletics (which sports to fund first, etc.) or for a conference.

Women's
Athletics

CFW Meeting - 1/30/74

3

Korin suggested that a speaker be invited to a CFW meeting to address the complex issues of women's athletics and mentioned Nancy Lay as a resource person. Possible dates: February 13/20.

Feedback Network (Marty and Korin)

Korin reported that she and Marty have formalized the feedback network. A list of key on and off campus groups which should be contacted and a meeting schedule were presented (refer to memo distributed). Additional suggestions for groups were Maryville College, Carson-Newman College and UT Women's Studies group.

Feedback
Network

Korin stated that they hope to send out invitations to the groups very shortly and to hold an open hearing by the end of the quarter.

Graduate Housing

Korin reported that she has been working on the issue of housing for single graduate students. She has written three letters, 2 to Mr. Underwood, manager of Rental Properties, and one to Dr. Aldmon, requesting clarification of policies and response to Task Force recommendations (refer to draft of letters distributed).

Graduate
Housing

Harry noted that grouping graduate students together in housing arrangements provides a substantial learning environment and enhances the quality of education.

Undergraduate-Graduate Male-Female Enrollment (Korin)

Korin has been working on comparisons of undergraduate-graduate male-female enrollments. Generally, it seems that women tend to enroll in certain programs as undergraduates and that there seems to be little differences in male-female ratio in most departments with a few exceptions. A decrease in graduate female enrollment has been found in Animal Sciences, Communication, Education (highly significant), Art, Foreign Languages, Speech and Audiology, Home Economics (highly significant), Math, Physical Sciences and Social Sciences; little change in Business, Engineering, English and Philosophy and Library Science; and an increase in Biological Sciences.

Ugr-Grad
Male-Female
Enrollment

CFW Meeting - 1/30/74

4

CFW Publicity

Korin brought up the need for greater CFW publicity and noted the lack of CFW news in the Beacon in recent months. Mike pointed out that his experience has been that one must take strong initiative to get articles published in the Beacon.

Publicity

Female Faculty Rank and Salary

Margaret has been working on a report re: salary survey. She has been limited to reporting results only on faculty and to use of average differences in salaries in order to protect the identity of individuals and to avoid the discrepancies between job titles and job descriptions of non-faculty positions. In general, differences in salaries decreased from 1971-72 to 1972-73 within each rank. The overall difference is larger than the differences within ranks due to the greater number of male faculty in higher ranks. Further, the increase in number of female faculty in lower ranks indicate that the University is neither hiring nor promoting women in the higher ranks as fast as it is losing them from these ranks.

Salary
Report

Ann requested that members consider the draft of the report distributed and contact Margaret by Monday, February 4, regarding editing and general suggestions and any questions raised. Margaret will then finalize the report which will be presented to Dr. Ebersole February 5/6. A decision will be made later as to any further action to be taken.

Recommendations, Commendations

Margaret reported that Dr. Ebersole's office will follow-up on Task Force and CFW recommendations although it may not necessarily be within two weeks as previously stated.

Recommendations,
Commendations

Next Meeting - February 6, 1:15-3:15, 122 Perkins Hall

Commission for Women Meeting
February 6, 1974

All were present except Harriet Douthitt, Mike Flanary, Lauren Murphy, Beverly Smith and Ken Stair.

Luke Ebersole and Betsey Creekmore were present during the first half of the meeting and addressed, principally, the issue of salary equalization for women faculty.

Meeting with
Dr. Ebersole,
Miss Creek-
more

Ann requested Dr. Ebersole to clarify the status of salary equalization for 1974-75. In a meeting with School of Social Work faculty, Chancellor Reese indicated that no "separate female money" would be available, although equalization thrust will be carried out in the standard budgeting procedure. (See attached memo, 2/4/74, to Dr. Ebersole).

Salary
Equalization

Ebersole: Spoke with Chancellor Reese subsequent to that meeting. Emphasized that the commitment remains exactly the same although the method for fulfilling the commitment is not.

He then described the procedure used for equalization the past two years.

1972-73: A case was made for individual exceptions to the federal and state guidelines, one of which was separate funds (over and above regular salary adjustments) for equalization of female salaries. Not all available funds were applied because the administration did not want to over correct since comparative studies and data were not available. It realized that inequities still remained.

1973-74: A different process was used. Because state and federal guidelines were late, the administration took action which it felt was within the guidelines. It was able to consider salary adjustments for women apart from other adjustments. Deans and department heads were requested to make regular adjustments first and later to make specific recommendations for female salary adjustments. The funds for equalization come out of the regular budgeting procedure rather than from funds specifically set aside for equalization as in the previous year.

1974-75: The process used last year will be applied this year also. Dr. Ebersole feels this year's guidelines will not be rigid and the administration

Commission for Women - 2/6/74

2

will be limited only by the amount of funds that will be available. He emphasized that salary adjustments for women will be considered apart from regular salary adjustments.

Ann questioned interpretations of equalization which were used previously in attempt to alleviate grievances raised by some male faculty that the money for women's raises is coming from their "hides." Dr. Ebersole stated that the matter was not clear cut; the funds come from somewhere within the University budget although not specifically from one department or operation.

Harry asked where do the guidelines come from.

Ebersole: State guidelines set down by the Office of Commissioner of Finance which has been empowered by the legislature to review salaries. Generally, the state guidelines are less flexible than the federal guidelines.

How much is involved in salary equalization?

Ebersole: \$40,000 was set aside in 1972-73; however, he did not know how much was actually used. He did not know the figures for 1973-74.

Dr. Ebersole said he assumed proper awareness has been created so that those who make the decisions are able to make less biased judgments on professional qualifications. Review along the line insures that biases are reduced or eliminated. He believes that the area of greatest vulnerability remains on the instructor level; on the other levels female faculty are being awarded on the same basis as male faculty. Dr. Ebersole stated this year's goal as closing the gap so that the equalization thrust can be terminated.

Ann questioned the extent to which elimination of biases had been achieved and urged Dr. Ebersole to take the message again to deans and department heads regarding salary equalization.

Re Non Faculty Professionals: Dr. Ebersole stated that the University could not assess whether sex discrimination exists in this area although it is clear that there is unevenness in salaries since they were not determined in any systematic manner. The Personnel

Commission for Women - 2/6/74

3

Office will begin a wage and salary audit and analysis when the new supporting personnel wage and salary scale is implemented.

Marty inquired into ways to increase communication on departmental level; unnecessary hostility can be created when the process regarding salary adjustments is not clearly understood by all. Although Dr. Ebersole agreed that salary equalization will not work without proper communication, he felt that the use of normal administrative channels is getting results; it is creating awareness on all levels. For example, if a department head is told his his/her dean about the need to consider salary adjustments for female faculty, the proper awareness is being reinforced.

Faculty Salary Survey

Dr. Ebersole stated that the results of the 1974 salary survey is expected to be in his office by February 13. He did not know, however, how soon the information will be available to CFW, because the timetable for the budgeting process is still uncertain.

Faculty
Salary
Survey

Dr. Ebersole stated that residual differences in male and female salaries will remain because women may not have had the professional opportunities and because of limited number of women available for higher level positions. Ann noted that affirmative action thrust in many universities has changed from that of equalization of salaries within ranks to that of obtaining a greater number of women in the higher levels.

Female Faculty Rank and Salary Report

Ann requested permission to publish the female faculty rank and salary report.

Female Fa-
culty Rank
& Salary
Report

Creekmore: Did not question the figures but questioned the slant of the report. Felt that a number of variables have not been taken into account and the report, as is, seems to condemn the affirmative action attempts by departments.

Ebersole: The important thing is that CFW should decide what it wants to communicate because a case can be made for whatever one wants to tell. He stated

Commission for Women - 2/6/74

4

that he did not want to be put in a position of opposing CFW.

Marty felt it would be wise from a public relations standpoint to get out the report, since it would help create an open atmosphere on this matter.

Ann thought it important to communicate that progress is being made in this area and to point out specifics, as this report does. She and other members saw the report as containing a strong positive message, although it acknowledges equalization does not exist.

Handbook for Women

Marty inquired how CFW should approach obtaining funds for the handbook. She estimated it would be ready by September.

Handbook
for Women

Dr. Ebersole asked her to send him a report on cost estimates and alternatives regarding the format of the handbook.

At this point, Dr. Ebersole and Miss Creekmore had to leave. Discussion centered around reaction to their remarks and what action CFW should take on the salary report.

Members generally felt that Dr. Ebersole and Miss Creekmore were not receptive toward publication of the salary report. They felt CFW was being put on the defensive.

Harry raised the following question:

1. We see differentials and averages.
2. Equalization is done for individuals.
3. The averages will probably continue to show differences and we can't tell from the statistics available whether the progress is real or not.
4. Should we ask the people involved if there are problems of which they are aware?

Marty felt that openness of the process of salary equalization was lacking and felt attempts still need to be made from administrative level to pin-

Commission for Women - 2/6/74

5

point problem areas.

Korin felt the report should be expanded to include the number of women hired and terminated and to separate the full-time and part-time faculty in the figures.

Harry suggested that the report be presented as fact soliciting. A repetition of the Task Force questionnaire could accompany the report (Marty). Barbara felt a more honest response would be received if the request to complete the questionnaire comes from the CFW rather than from Dr. Ebersole's office. Ann will explore with Dr. Ebersole his office's assuming staff responsibility for putting it out (clerical, secretarial, etc.), but as an official request from CFW.

Decision: The salary report will be published with additional input as suggested by Korin in Feminist Findings (a publication of the Office of Women's Programs) as an official CFW report. Faculty will be requested to complete a questionnaire to be returned to CFW.

Rape Crisis Center (Harry)

Harry reported that he attended a meeting of the RCC board of directors and was generally impressed with the organization. It is presently working on becoming an official student organization.

Rape Crisis
Center

Subsequent to that meeting he spoke with Dr. Aldmon re official university attitude toward RCC. Although Dr. Aldmon was not antagonistic toward RCC, he did not feel any significant university support would be given. Dr. Aldmon stated that one of his principal priorities is the development of a comprehensive health care program. In this program he is very concerned about bringing under university auspices, organizations which have non-professional staff such as RCC. He saw the program as including services similar to that of RCC. Harry will be requesting a report from Dr. Aldmon re progress on the comprehensive health care program.

What can CFW do re RCC?

Marty - refer good, dependable volunteers.

Commission for Women - 2/6/74

6

Ann - encourage RCC to look toward other established institutions for sanction and support. (Barbara pointed out the hazard in linking with mental health institutions because of the stigma attached to people who seek such help for whatever reason.

Harry - would like to review Dr. Aldmon's report before taking any act on.

Margaret will be responsible for writing to RCC to bring it up to date on CFW concern.

Barbara spoke with Rev. Cooper of FISH who felt that if RCC flounders, it will be a long time before the community will accept that type of organization again.

Next Meeting - February 13, 1974, 1:15-3:15, 122 Perkins Hall.

Commission for Women Meeting
February 13, 1974

All were present except Harriet Douthitt, Korin Hearne, Dorothy Lyon, Lauren Murphy, Beverly Smith and Ken Stair.

William Goodwin, Dean of Research, was present to give the Commission an overview of the functions of his office.

Meeting with
Wm. Goodwin,
Dean of
Research

Office of Research has the responsibility for helping faculty in the procurement of funds. It's two major functions are:

- 1) To send out information on programs (federal, state, foundations) to deans, department heads and individual faculty.
- 2) To be ready to respond to individual faculty needs.

Office of Research handles all UTK research proposals (reviews budget, administrative commitment, etc.) and processes all contracts. It must be knowledgeable about federal and state agencies and foundations. In general, it handles any faculty request re research funding, limited only by time constraints.

Faculty Research Fund - managed by Dean Perry. Notice sent out, usually in November, to all faculty on the availability of the fund. Grants are generally \$1,000-\$1,500, mostly for seed money or for summer research projects.

Institutional Grants - handled by Vice Chancellor Hilton Smith. Includes both long term (e.g., NIH) and short term (e.g., NSF) grants.

Present Support Level - 1973 was its best year. Presently research funding is in a slump, probably due to lack of definitive directions from the federal executive and legislative branches and to concern with revenue sharing plans. In 1972-73 it processed more than 500 proposals with 50% success rate.

Dr. Goodwin is presently trying to develop a faculty profile in terms of research interest in order to

Commission for Women - 2/13/74

2

facilitate identification of faculty when requests for proposals come through.

Office of Research has a reading room. Faculty are welcomed to browse through materials. Assistance is available if desired. Sources used extensively by his office include Commerce Business Daily, Federal Register and the Register (gives early insight of programs executive branch of federal government proposes).

Routing of Proposal - Following signatures are needed before a proposal goes to agency: Investigator (researcher), Department Head, Dean, Graduate Studies and Research. It takes one day for Office of Research to review a proposal before sending it to the funding agency. The office places major responsibility for a proposal on the investigator.

CFW's Role in Funding - Dr. Goodwin viewed CFW's role as:

- 1) Identifying areas of research needs as related to women in education.
 - 2) Identifying individuals who are interested in researching these areas.
 - 3) Serving as resource panel in a proposal.
- Office of Research can come in at this point to assist in finding funding sources.

Harry inquired on the possibility of developing a CFW profile so that Dr. Goodwin's Office could bring to its attention things which may be of interest to CFW. Marty suggested that CFW could identify faculty concerned with research on women for the Office of Research. Dr. Goodwin agreed both would be helpful. He suggested that faculty be identified with department, rank, title of dissertation and key works re what he/she is interested in.

Ann expressed some hesitation with CFW's taking on the additional responsibility of exploring research needs, especially at this time when it is trying to define CFW functions and staff functions. Dr. Goodwin suggested that CFW make application to Dr. Smith for Faculty Research Fund for a summer project. Harry felt those funds would not be sufficient; his estimate was \$4,400 plus expenses. Dr. Goodwin

Commission for Women - 2/13/74

3

then suggested that the request be made to Dr. Ebersole. He also suggested that the results of such a project be disseminated to those interested in a seminar. Marty felt the research could be expanded to include training programs available.

Dr. Goodwin brought to CFW's attention that his office tries to keep abreast with status of federal legislative bills. Marty suggested that he bring to the attention of the chairperson of CFW any bills which might be of interest to CFW. Dr. Goodwin agreed to do this.

Harry requested clarification of the term "key words" and suggestions Dr. Goodwin might have. Dr. Goodwin suggested CFW have a brain-storm session. In addition, Ann felt some women's organizations should have key word lists. Marty will be responsible for finding any lists by such organizations.

Materials distributed by Dr. Goodwin for CFW's information were:

- 1) References for sources of research and training funds;
- 2) Selected publications listing fellowships, scholarships, and student loans;
- 3) Potential funding sources for women

The remainder of the meeting was devoted to on-going CFW matters.

Reappraisal Committee

Harry presented a letter to Dr. Ebersole and a proposed CFW budget for members' consideration. He stated that the budget reflects minimal funds for CFW functions. The changes suggested by members to be incorporated are:

- 1) Addition of summer research project as suggested by Dr. Goodwin,
- 2) Change from women's handbook to brochure (\$4,000 to \$1,000).

Members decided that the two additional items brought up (release time for chairperson and student stipend for staff position) should be considered at a later date.

Reappraisal
Committee

Commission for Women - 2/13/74

4

See attached for final draft of letter and proposed budget.

Women's Handbook (Barbara and Marty)

Marty reported that she and Barbara felt a brochure which could serve as a poster, flyer, or mailer would be more economical (\$1,000 for 10,000 copies compared with \$4,500 for 20,000 copies of 32-page handbook) and would be more amenable to annual revision.

Women's
Handbook

The following is their report on the format of the brochure: The proposed handbook should be published by CFW to publicize University programs and services for women (content listed below) and should focus on UTK's efforts to improve the status of women faculty and staff and expand educational opportunities for students - it is not intended to duplicate or replace existing publications and/or handbooks. Such a document could serve both as a sourcebook of information on and off campus and as a means of creating good UTK public relations. Distribution of copies should be limited to those offices and groups who can demonstrate appropriate use and dissemination.

Contents:

- 1) University Offices/Groups Concerned with Women (Special Services--Women's Programs, Continuing Education, Placement Office, Alumni Office, CFW, etc.)
- 2) Agencies and Programs for Women--On and Off Campus (Campus programs and conferences, women's studies, organizations for women, academic advising, counseling center, family life center, etc.)
- 3) Day Care Facilities--On and Off Campus
- 4) Equal Employment (Grievance Committee, EEOC, Ombudsperson)
- 5) Publication Resources (Library, bookstore, Special Services, Continuing Education office, etc.)
- 6) Key People on Campus (a descriptive listing)

Female Faculty Rank and Salary Report

Ann wanted the sense of CFW members re the report. She reported that some of the additional statistical

Commission for Women - 2/13/74

5

information gathered by Korin and suggestions by Dorothy were incorporated. Margaret felt it is now more positive; Ann observed that this draft is responsive to questions raised re critical view of affirmative action thrust. After some discussion members agreed the report was ready for publication.

Rank and
Salary Report

The report will be published in Feminist Findings and sent to those on the Office of Women's Programs' mailing list. It is to be an official report prepared by CFW.

Next Meeting - Wednesday, 2/20/74, 1:15-3:15, 122 Perkins

- 1) Nancy Lay from Women's P.E. will be present
- 2) Ann asked members to be prepared with reports on status of recommendations for which they have assumed responsibility
- 3) Ann requested members to review past minutes, especially that for 2/6, due to the sensitivity of the matters discussed.

si

Commission for Women Meeting
February 20, 1974

All were present except Harriet Douthitt, Korin Hearne, Harry Jacobson, Lauren Murphy, Beverly Smith, Ken Stair and Barbara Wickersham.

Nancy Lay, UT's Coordinator of Intercollegiate Programs for Women, was present to speak about the issues surrounding women in athletics. Discussion centered principally around Title IX guidelines and its implications.

Meeting with
Nancy Lay:
Women's
Athletics

Presently, \$20,000 has been funded for 7 women's intercollegiate programs; \$26,000 is being requested for next year.

Title IX guidelines require one athletic program for women and men. All institutions which receive federal funding must conform to provisions of Title IX. According to Dr. Lay, the guidelines are very specific and are being interpreted to mean equal program funding, physical facilities, scholarships, etc., for women and men.

Dr. Lay stated that those in Women's P.E. feel that athletics should be educationally defined as it presently is in the women's program. Her fear is that if Title IX is implemented at UT, the women's intercollegiate programs will become exactly like the men's program with the concomitant problems of professional athletics since the men's program is the only model presently available. Women's intercollegiate programs will be transferred to the jurisdiction of the Athletic Department and there will be only one program for women (basketball) rather than 7, just as there are only 2 programs for men (football and basketball). As a result, only the elite athletes will be able to participate; many highly skilled students who are not of professional caliber will no longer be reached.

Dr. Lay stated that nothing is presently being done with respect to Title IX by women's intercollegiate programs. A decision will most likely be made soon at the system's level on implementation of Title IX guidelines.

Commission for Women - 2/20/74

2

She would like to see UT develop a model athletic program for women that is educationally sound and which meets the women students' individual and appropriate needs (not necessarily identical to the men's program). This requires adequate funds for obtaining good leadership necessary in developing such a program.

She views the ideal situation as one in which:

- 1) Coaches for women's intercollegiate programs are given release time (no teaching duties) during the quarter they coach. This will enable the coaches to hold clinics for high school students to introduce them to the kinds of sports women can be involved in.
- 2) Teams are adequately funded. For the 7 teams now, it would cost approximately \$100,000. (The way in which the budget is presently handled is inefficient in terms of money, time and emotions.)

What can CFW do to help?

Ann expressed the Commission's continuing interest and willingness to be a voice of advocacy whenever it can be useful.

Marty suggested a letter of inquiry be written to Dr. Ebersole on implementation of Title IX and on CFW's interest of being involved in the process of its implementation. She and Mike will follow through on this matter. Marty further felt that a plan of action needs to be worked out with Dr. Aldmon.

Dr. Lay requested she be informed on any decision made on Title IX if CFW hears of it. She expressed interest in being involved on any planning level.

Ann expressed to Dr. Lay the need to keep in touch with each other to keep awareness of women in athletics on going. Dr. Lay should feel free to initiate contact with CFW members.

Commission for Women - 2/20/74

3

The remainder of the meeting was devoted to on-going CFW concerns.

Feedback Network (Marty and Korin)

Marty reported that she and Korin will be sending out letters of invitation to campus groups to meet with CFW on March 6. Representatives from University programs for women will be invited during the first portion of the meeting.

Feedback
Network

Status of CFW Activities

Ann reported that she has written a response to the memo from Betsey Creekmore which was presented at last week's meeting. It developed into a statement on the present status of CFW activities (see attached).

CFW Activities: Mid-Year Status

Ann inquired about further distribution of the memorandum. Marty felt the information on present status (Attachment #2 prepared by Ann) could be used at the March 6 meeting with campus groups. She will prepare an information packet for distribution.

Admissions

Margaret reported that she and Korin met with Dean Perry on 2/16 and that she met with Dean Perry and Carolyn Underwood, Assistant to Vice Chancellor for Graduate Studies, on 2/17. Results of meetings - Graduate Office has agreed to keep records on the number of male and female applicants and acceptances for each department, beginning immediately and to furnish an annual report to CFW. Dean Perry will also see that records are kept on fellowships. With respect to Task Force recommendations on admissions records, the only matter that remains undone is record keeping on financial aids.

Admissions
Record
Keeping

Admissions Forms

Margaret reported that the admissions form now requests spouse's name and employer rather than husband's name and employer.

Admissions
Forms

Margaret felt that appropriate action now would be to inquire about what is done with the information requested; members agreed. She will continue to follow-up on this matter.

Commission for Women - 2/20/74

4

Scholarships for Part Time Students (Margaret)

Margaret reported that program plans have now been made. Tickets for a fashion-show luncheon for part time scholarship fund can be purchased from Marty.

Scholarships-
Part time
students

Notes of Appreciation

Mike will be responsible for send notes of appreciation to William Goodwin and Nancy Lay for meeting with CFW members.

Next Meetings

February 27 - Regular CFW Meeting

- 1) Report on Ann and Harry's meetings with Dr. Ebersole concerning delineation of staff/ commission functions and CFW financial support.

Next Meetings

March 6 - Meeting with representatives of university programs on women and campus groups.

March 13 - Regular CFW Meeting

March 20 - No meeting due to Spring Break.

March 27 - Reconvene

- 1) Members should bring their schedules for Spring Quarter. Will reconsider meeting schedule.

Commission for Women Meeting
February 27, 1974

All were present except Harriet Douthitt, Korin Hearne, Lauren Murphy, Beverly Smith, Ken Stair and Barbara Wickersham.

Delineation of Commission/Staff Functions

Harry reported the following on Ann and his meetings with Dr. Ebersole re commission/staff functions and budgetary support: Dr. Ebersole's response was that it is not the practice of the University to staff commissions or committees and this procedure should be followed with respect to CFW. There are enough administrative units which can provide the services needed by the Commission. The Office of Vice Chancellor for Administration will negotiate released time for the next CFW chairperson and give attention to clerical and supporting needs. He will also take steps to regularize interaction between various existing parts of the University structure and CFW. On CFW's part, it will be necessary to review the charges to the Commission and indicate to the Chancellor and the Vice Chancellor for Administration those charges which it cannot carry out without additional staff persons beyond the Commission chairperson. There will be funds in the Office of Vice Chancellor for Administration for CFW concerns, although no definite figures were stated. Ann added that the Offices of Vice Chancellor for Administration and Chancellor will also need to reconsider CFW charges.

Commission/
Staff
Functions

Members deliberated this response; there was considerable discussion on how to proceed at this point.

Members agreed (as it had been conveyed to Dr. Ebersole) that it is very unlikely that CFW could complete its activities in a professional and thorough manner under current conditions. A re-evaluation of the Commission's status is needed.

Harry saw the Commission as moving into a conscience rather than a consciousness-raising role. He felt and others agreed the important priority is insuring the continued viability of CFW.

Marty felt that CFW members have valuable information and their expertise is not being sufficiently "tapped" by some University administrators.

CFW Meeting - 2/27/74

2

Ann summarized the two routes that could be taken:

- 1) CFW review and evaluate CFW charges and propose to Office of Vice Chancellor for Administration action to be taken by or in behalf of CFW.
- 2) Request from Office of Vice Chancellor of Administration a redefinition of CFW charges in view of the fact that the three major thrusts taken by CFW have not been effective in obtaining staff support for carrying out CFW activities and research. (The three major thrusts were first, the beginning direction of the Commission, with members taking responsibility on following up on their areas of interest with Office of Vice Chancellor directing and encouraging action on part of various administrative units; second, filling of position of Assistant Vice Chancellor for Administration, including staff to carry out responsiveness to campus women's needs; and third, the recent meetings with Dr. Ebersole to delineate staff/Commission functions and financial support.)

Members agreed that it is the Commission's responsibility to inform the Vice Chancellor for Administration on what CFW can and will do. It is essential to solve this "problem" and work out the Commission's status. March 13 will be a work session to pull together members' thoughts and ideas. Areas of responsibility:

Budget items - Harry

Task Force Recommendations - Barbara, Ann, Margaret

Charge to Commission - Marty

Perspective on CFW present status - Dorothy

Student Perspective - Mike

Members will concentrate on determining what are the most important things CFW is presently doing.

Women in Athletics, Title IX

Members approved the draft of the memo to Dr. Ebersole written by Marty with minor changes (see attached).

Feedback Network (Marty, Korin)

Memo to representatives of University groups on women and of campus groups regarding the March 7 meeting was approved (see attached). Marty reported that Joe Robustelli will be invited to attend.

CFW Meeting - 2/27/74

3

Salary Report

The final draft of the female faculty salary and rank report was approved for publication in Feminist Findings (see attached). Ann reported that to get this information spread as widely and as quickly as possible an article may be published in the Beacon.

Female Faculty Salary & Rank Report

Key Word List for Office of Research

Marty spoke with Robert Bassett at the Main Library who agreed to formulate a "key word" list on women for CFW's giving to Dr. Goodwin re research and funding possibilities.

Key Word List

Commission for Women Meeting
March 6, 1974

All were present except Harriet Douthitt, Lauren Murphy, Ken Stair and Beverly Smith.

This meeting was coordinated by Marty and Korin. Representatives of University programs for women and of campus groups were invited in an effort to enhance communication.

In addition to representatives of University women's programs, Sandra Bell, Botany; Betsey Creekmore, Office of Vice Chancellor for Administration; Joe Robustelli, Affirmative Action Officer; and William Snyder, EEOC were present.

During the first half of the meeting, representatives spoke briefly about their programs.

Maggie Carini, Panhellenic

Progress has been made in a very short time. Although an on-going campaign to raise consciousness has not and probably will not be achieved in the near future, progress has been seen in terms of changes in types of programs and general awareness (use of language, greater participation in campus-wide affairs). Ms. Carini foresees greatest improvement being made in direction of individual development. Marty added that there has been increased requests for career and placement information from sororities.

Emily Ely, Director of Women's Activities, National Alumni Association

The National Alumni Association is involved in the following programs: annual giving, alumni chapter, tour, scholarship and women's activities. The Women's Activities program began in 1970; the committee on women's activities is made up of representatives from all over the state of Tennessee. Its goal is to increase women's participation through coordination of programs and services for women. Ms. Ely saw greater participation in continuing education programs as an area to become involved in. Marty added that this program has the potential for being a model program in that it is one of three in the nation.

Feedback
Network -

Meeting with
Representatives
of University
Women's Programs
and of
Campus Groups

Panhellenic

Alumni Assn

CFW Meeting - 3/6/74

2

Suzanne Kurth, ad hoc committee on women's studies

This Liberal Arts committee was appointed in response to Task Force on Women recommendation to investigate the feasibility of beginning a women's studies program. The committee recommended that a women's studies minor should be established; presently their recommendation is going through administrative channels for approval. Dr. Kurth hopes the program can be started Fall, 1974. She stated that their committee would like to work with other colleges - it is an interdisciplinary minor although housed under Liberal Arts. They are concerned that women's studies not be limited to academic realm but also would like those in women's studies to work with other organizations (develop communication ties which will maximize utilization of resources).

Women's
StudiesSusan Gordon, UT Evening School

The Evening School Continuing Education program for women began in Fall, 1972, with New Directions for Women Fair. Ms. Gordon's office has tried to work with University offices and community organizations in developing alternatives for those who are primarily homemakers; one of the programs begun was the Re-Entry Seminar. Some problems encountered by women returning to school relate to scheduling, lack of financial assistance and some discouragement by faculty to pursue a degree. Presently there are 1,400 women over 30 registered for credit courses. The women who have become involved in the continuing education program are very willing to volunteer their time to encourage other women to become involved in education.

Evening
SchoolMary Ellen Mitchell, Placement Office

Ms. Mitchell's major role is to serve as liaison between students and recruiters. She has found that recruiters tend to look for people in career areas that women students have not traditionally pursued (technical and business occupations). As a liaison she develops career information programs and does individual counseling. Presently, she is working on a conference for recruiters and on a questionnaire re discriminatory questions asked by recruiters (see attached); Ms. Mitchell requested feedback on the questionnaire from those present at the meeting.

Placement
Office

CFW Meeting - 3/6/74

3

During the second half of the meeting, representatives from various campus organizations were present.

Marty briefly summarized the activities carried out by CFW (see attached Commission Projects and Areas of Concern). In addition to these activities, members serve as referral persons on grievance/complaints.

EEOC and Affirmative Action Plan

Dr. Snyder described what EEOC is. A full description of EEOC can be found in the Affirmative Action Plan. EEOC

EEOC has four major areas of responsibility:

- 1) To periodically review the UTK Affirmative Action Plan.
- 2) To periodically monitor implementation of the plan.
- 3) To report changes regularly to the Chancellor.
- 4) To participate on grievance procedure when requested by the Affirmative Action Officer.

EEOC is presently working on:

- 1) Development of an in-service training program on the affirmative action plan. (Pat Ball suggested that workshops be held on recruitment and on hiring from within.)
- 2) Status of part-time employees and maternity benefits.
- 3) Development of a handbook on affirmative action procedures.
- 4) Meetings with CFW.

Joe Robustelli of the Personnel Office briefly explained his role in the administration of the affirmative action plan.

Semi-annual EEO reports are required from all departments. These reports record efforts to recruit minority and women faculty. The Personnel Office keeps its own records on persons interviewed and hired in supporting personnel ranks; in addition, there is a statement re EEO and who to contact if there is a complaint on supporting personnel application forms.

Affirmative
Action Plan

Harry inquired whether there is a procedure for

CFW Meeting - 3/6/74

4

auditing the accuracy of the EEO reports. Mr. Robustelli stated that departments are not checked for accuracy of their reports; this is an area in which the EEOC could do a more detailed analysis. Harry suggested that perhaps outlining an auditing procedure would be sufficient to eliminate any false reporting.

Mr. Robustelli feels significant progress has been made in recruiting women in official and manager, professional and laborer categories. His office is presently in the process of updating this information and it should be available by April. Re female faculty, Korin added that information on promotions, hires and retirements is lacking making it difficult to ascertain progress. In addition, part-time and full-time faculty are combined in salary data so that it is difficult to ascertain the situation of part-time faculty.

There have been four grievances made by females which have been investigated. Mr. Robustelli feels the grievance procedure has been used successfully in these cases.

Dr. Snyder welcomed any suggestions on professional category. These people do not go through the Personnel Office; the key official is the department head. One suggestion made was to link EEO reporting with budgeting process.

Miscellaneous matters brought up:

CFW was requested to write a letter of support to Student Senate re representation of female, a position which is being eliminated in restructuring of the Senate. CFW approved and Ann will proceed with the letter to Bill Haltom (cc Bill Scheurer).

Maggie Carini suggested that: 1) she be contacted on ideas/projects that Panhellenic could follow through on and 2) CFW needs better public relations she would like to get to know individual members better and what is happening. Ann requested Ms. Carini to put her suggestions in writing and send to CFW so they can be used for further communication to members of CFW not present, and as expression of support for fuller public relations efforts in behalf of CFW.

COMMISSION FOR WOMEN MEETING
March 13, 1974

All were present except Harriet Douthitt, Mike Flanary, Harry Jacobson, Lauren Murphy, Beverly Smith and Barbara Wickersham.

Feedback Network

Korin reported that she has written letters of appreciation to those who were present at last week's meeting. They were encouraged to contact CFW whenever they need to. Copy of minutes will also be sent.

Feedback
Network

Graduate Housing

Korin reported that she has spoken with Dr. Aldmon and James Grubb, Director of Residence Halls, re housing for single graduate students. Mr. Grubb seemed very sympathetic and supportive of efforts to improve the housing situation for single graduate students. Plans are to convert Melrose into a graduate residence hall where presently it is estimated that 40% of students are graduates. Undergraduates will be "eased" out over a period of time. Some renovations will be made (e.g. community kitchen facilities). In addition, a new apartment complex is planned for the future (at least 4 years away) for graduate students. It will be a cooperative residence hall, run by students rather than residence hall staff.

Graduate
Housing

Some specific problems relating to graduate student housing are:

- 1) No distinction is made between graduates and undergraduates when assignments are made.
- 2) No real effort is made to "match" roommates.
- 3) Students applying for Melrose after April have no chance since assignments are already made by that time and Melrose is filled.

The major problem is lack of data - the total number of graduate students in residence halls or the number of graduate students applying after April are not known.

Korin is keeping in contact with Mr Grubb to obtain the data; she will keep CFW informed on the situation.

Korin also reported that she has received a response

CFW Meeting - 3/13/74

2

from Earl Underwood of Rental Properties (see minutes, 1/30/74, for request to Underwood). According to Mr. Underwood, applications for married student housing can be made by either spouse if both are students and graduate students are not authorized to live in married student housing (see attached).

Discrimination in Hiring

Ann reported that it has been brought to her attention that there is a question of an instance of sex discrimination in hiring; she thought it relevant that CFW be knowledgeable of the situation. Fuller consideration of this matter may be brought before CFW in the future if appropriate.

Discrimination
in Hiring

The matter was brought to Ann in form of an inquiry from a person not employed at UT and request was made that CFW sue the University on behalf of an employee. Ann referred the inquirer to the system's level personnel since the office involved is a system's office. Dr. Ebersole's office will be informed through specific calling of his attention to this report.

What if this were a campus rather than system's person? Members felt that appropriate action would, as in this case, be to help find appropriate avenues for resolving the grievance.

Marty felt that in the long run it would not be wise for CFW to be the grieving part on behalf of a person, since it would not change the people who are discriminating. Instead, the process for resolving grievances should be made as effective as possible through EEOC (one concern is that the grievance procedure is not speedy enough for the grieving party).

Members agreed that it would be appropriate for Ann to invite someone to inform CFW of this situation first hand, should it proceed further.

Gynecological Services

Members approved Korin's memo to Dr. Aldmon re publication of information on the availability of gynecological services (see attached).

Gynecological
Services

CFW Meeting - 3/13/74

3

Admissions

Members approved Korin's letter to Dean Perry re agreement made on record keeping on graduate admissions and data compiled on undergraduate-graduate male-female ratio by majors (see attached).

Graduate
Admissions

Title IX

Marty reported that she has received a response from Betsey Creekmore on Title IX. The letter stated that the guidelines are out for comment and not as yet "law" as CFW previously believed; the UT General Counsel will be commenting on the guidelines. A copy of the guidelines can be obtained from Dr. Aldmon.

Title IX

Members agreed that appropriate action for CFW will be to request a copy of the guidelines and communicate its comments through the Office of the Vice Chancellor for Administration.

Student Organization Restructuring

Members approved letter of support written by Ann for a representative for women on the new student organization (see attached).

Student
Organization
Restructuring

CFW Commission/Staff Functions

Dorothy presented her perspectives on CFW (see attached).

Marty also presented her perspectives on charges to CFW - (1) Task Force description of charge to CFW, (2) administrative charge to CFW with comments written in and (3) areas that need to be considered in re-defining Commission/staff functions (see attached).

Commission/
Staff
Function

These should be used as work copies for members to consider and to discuss at a future work session. Ann stated these are useful tools around which to summate and to define the thrust for the next year.

Question was raised as to whom the responsibility for dissemination of CFW information belongs - CFW? Office of Vice Chancellor for Administration?

Next Meeting - 3/27/74, 1:15-3:15, 122 Perkins Hall
(1) Bring Spring Quarter schedules.

Commission for Women Meeting
March 27, 1974

All were present except Marty Begalla, Harriet Douthitt, Korin Hearne, Lauren Murphy, Beverly Smith and Ann Wachter.

Margaret Badal chaired the meeting in Ann's absence.

Handbook for Women

Barbara outlined the procedure she and Marty will use in putting together a handbook for women. They hope to have it published by Fall, 1974; annual revisions are expected to be made.

Handbook
for Women

Members suggested the following groups be added to the original list of groups to be consulted:

- Hill Topics (suggested by Harry)
- Black Affairs (suggested by Margaret)
- Graduate Council (suggested by Dorothy)

Supporting Personnel Handbook

Margaret distributed copies of the newly published Handbook for supporting personnel.

Supporting
Personnel
Handbook

It was noted that the handbook did explain that supporting personnel could take courses without payment of fees but did not explain the procedure to taking a course for credit or for auditing a course.

Barbara explained that to take a course for credit, an employee needs to fill out a form which can be obtained from the Personnel Office. To audit a course, an employee needs a letter to the instructor from the supervisor stating approval to take the course and permission of the instructor.

Restructuring of Student Organization

Margaret distributed copies of the response received from Bill Haltom to CFW's letter of support for a representative of women in the reorganized student organization (see attached).

Student
Organization
Restructuring

Social Security Benefits for Part-Time Faculty

Margaret distributed copies of the response from Dr.

CFW Meeting - 3/27/74

2

Ebersole regarding social security benefits for part-time faculty (see attached). Members raised the following questions:

- 1) Who is responsible for requesting renegotiation?
- 2) Why the 50% limit?

Social
Security
for Part-
Time Faculty

Ken suggested that CFW make the request to Dr. Ebersole for renegotiation of the contract. The request should state that CFW finds the 50% limit not acceptable and that any regular part time faculty be covered by social security benefits.

Barbara noted that it will be to the University's advantage to extend social security benefits to part-time faculty, because many women are employed part time and not presently included in EEO reports since these reports exclude those not covered by social security.

Discrimination Complaint on System's Level

Margaret distributed copies of the reply from Dr. Ebersole to CFW's request for clarification of appropriate channels for a complaint of discrimination on the system's level.

System's
Level
Discrimination
Complaint

Margaret reported that the person involved in the particular case that was brought to CFW's attention (see minutes, 3/13/74) has requested that the matter not be carried further.

Response from Maggie Carini

Margaret distributed copies of Maggie Carini's suggestions for CFW (see minutes 3/6 meeting). Margaret asked members for suggestions on implementation of Ms. Carini's suggestions.

CFW Public
Relations

Margaret reported that in the meeting with Miss Creekmore, CFW publicity was discussed. Miss Creekmore felt that CFW should not need to be responsible for publicizing its activities; this can be handled by the UT Public Relations Office.

It was suggested that a reminder to Dr. Ebersole may be needed re: replacement of CFW members. It was noted that we now have 3 less members than we had at the beginning of the year. As it takes sometime to become

CFW Meeting - 3/27/74

3

familiar with the work of the Commission it would be of help to the CFW next year if some of the new members could be appointed this quarter. Renewal in commission membership is important; carry-over and continuity are also vital to highest effectiveness.

Meeting with Miss Creekmore, March 14

Margaret reported that she and Ann met with Miss Creekmore on March 14. The following matters were discussed: Meeting with Miss Creekmore

Campus Communication (see response from Carini above)

Salary Survey - is presently at the printers; CFW should be receiving copies as soon as they are available.

Faculty Survey - Miss Creekmore stated that the Office of Vice Chancellor for Administration could be responsible for mailing the questionnaire. This will be discussed more fully at a future meeting. Members should be considering whether the questionnaire needs to be revised.

Role and Scope Committee - Miss Creekmore suggested that CFW should give input to the Role and Scope Committee. One of the matters she felt should be considered related to paraprofessionals.

Margaret reported that she spoke to Marty who is on the committee. A work session on this matter will be held in the near future.

Annual Report

Margaret reported that Ann would like to remind members that she will be requesting project reports from individuals for the CFW Annual Report. CFW Annual Report

CFW Meeting Schedule, Spring Quarter

Meetings will be held every other week. Next meeting will be the week of April 8; Margaret will inform members when a definite date is set.

Commission for Women Meeting
April 11, 1974

All were present except Lauren Murphy, Beverly Smith, Ken Stair, Ann Wachter and Barbara Wickersham.

CFW Resignation

Ann Wachter has resigned as chairperson of CFW effective immediately due to illness. Her letter of resignation was delivered to Dr. Reese (cc to Dr. Ebersole, Miss Creekmore, CFW members) on April 10.

CFW Resignation

Members felt that the Commission should carry through until the end of the year on projects and concerns that have already been started. Decision made: meet again April 18 for purposes of restructuring CFW and of delegating responsibilities. Margaret's work with CFW will end April 18; a decision needs to be made on what to do with CFW mail and files.

Harry will contact Dr. Ebersole to ascertain the plans of the Office of Vice Chancellor for Administration. The need for appointing a new chairperson and members as soon as possible and for firming up CFW-administration relationship at the same time will be relayed to Dr. Ebersole.

A memo to Dr. Ebersole reiterating the need for new CFW members was sent prior to Ann's resignation (see attached).

CFW Projects and Areas of Concern

The following matters still need to be followed up on:

CFW Projects,
Areas of
Concern

- 1) CFW-administration relationship
- 2) Child Care - areas of possible action suggested included: a) Make a list of child care facilities which can be found at the public library available to new staff and faculty; b) The person who has done a child care report for TVA is willing to share her information; c) Look into availability of "revenue sharing" funds. Korin will look further into this matter.
- 3) Grievance Procedure for Students - presently there appear to be no formal channels for student grievances. Marty and Mike will talk with Howard Aldmon, Student Affairs, and Malcolm McGinnis, Student Judicial Board, re: grievance

CFW Meeting - 4/11/74

2

procedure for students.

Margaret will be responsible for ascertaining the major areas that need attention and will report at the April 18 meeting.

The remainder of the meeting was devoted to on-going CFW concerns.

Graduate Student Housing

Korin reported that she is presently working on keeping Andy Holt Apartments open during summer. This may be possible if those who have some tie with the University but are not enrolled for the summer quarter are eligible for occupancy.

Graduate
Student
Housing

EEOC

Marty reported that EEOC had its first meeting two weeks ago at which time EEO reports were reviewed. There are several "bugs" in these reports that need to be cleared up. Overall Marty had positive feelings from the meeting.

EEOC

Margaret reported that it has been clarified that the matter of falsification of EEO reports is not a problem/complaint. During the first year there had been some problems with filling out the reports accurately.

Key Word List

Marty reported that she has contacted Suzanne Kurth who has agreed to match faculty interested in research on women with the key word list provided by the Main Library. Ms. Kurth will then contact Dr. Goodwin.

Key Word
List

Equal Rights Amendment

Marty suggested and members agreed that a letter in support of ERA should be written to each state representative of Knox County who will be voting April 23 on rescission of ratification of ERA. Dorothy will be responsible for writing the letter.

ERA

CFW Meeting - 4/11/74

3

Supporting Personnel Handbook

Members approved the draft of the memo to Ed Bennett suggesting that procedures for enrolling in or auditing a course be outlined in future editions of the handbook (see attached).

Supporting
Personnel
Handbook

Social Security for Part-Time Faculty

Margaret reported that a response to CFW's April 2 memorandum re social security for part time faculty has been received from Dr. Ebersole, who stated that Dr. Reese has sent Dr. Johnson a request for renegotiation of the contract.

Part Time
Faculty
Social
Security
Benefits

Recommendations, Commendations

Copies of memo to Norm Hill, Director of Food Services, re 1972 Task Force recommendations were distributed (see attached).

Commendation

Season Athletic Tickets

Copies of memo to Dr. Ebersole re clarification of policy on purchase of season athletic tickets were distributed (see attached).

Season
Athletic
Tickets

New Wage and Salary Program

Copies of memo dated 4/2/74 from Dr. Reese to all deans, directors and department heads, clerical and supporting personnel re the new wage and salary program were distributed (see attached).

Supporting
Personnel
Wage & Salary
Program

Graduate Record Keeping

Korin reported that she has received a response from Dean Perry re statistics on non-service fellowships awarded (see attached).

Graduate
Record
Keeping

Complaint Re Use of Non-Sexist Language

Margaret reported that she was asked to bring before CFW a complaint that the central administration is not instructing their new employees of the University policy on use of non-sexist language. Members felt more specific information is needed before a decision on any action can be made.

Commission for Women Meeting
April 18, 1974

All were present except Korin Hearne, Lauren Murphy and Barbara Wickersham.

CFW Resignation

Margaret reported that Beverly Smith has indicated a desire to resign from CFW.

CFW Resignation

CFW Restructuring

A meeting with Chancellor Reese and Dr. Ebersole has been set for Friday, April 19. The meeting was initiated by Dr. Ebersole to discuss the changing role and restructuring of CFW.

CFW Restruc-
turing

From several members who spoke with Dr. Ebersole, it was ascertained that a proposal would very likely be presented to CFW members for their reactions. Mike reported that when he spoke with Dr. Ebersole, Dr. Ebersole indicated that he was prepared to nominate 2/3 persons to CFW, but was waiting for the outcome of the meeting.

Discussion centered around persons who will be effective members in helping to achieve CFW goals and how CFW should be linked with the central administration to assure optimum support. No decisions were made.

Commission for Women Meeting
April 25, 1974

All were present except Mike Flanary, Lauren Murphy, Ken Stair and Barbara Wickersham.

Restructuring of CFW

A meeting was held with Chancellor Reese and Vice Chancellor Ebersole Tuesday, April 23, to discuss restructuring of CFW and appointment of new members. Marty, Dorothy, Ken and Barbara from CFW were present.

Restructuring

At the meeting, Marty Begalla was appointed chairperson to fill out the 1973-74 year.

Dr. Ebersole stated that attention was brought to CFW's concern for restructuring when the budget request was made. He also reiterated CFW's desire for members who are involved with women's concerns on campus.

It was learned that Judy Ittig of College of Law and Laura Burghardt of English Department will be appointed to CFW.

It was members understanding that restructuring will be a joint administration-CFW effort. Dr. Reese requested suggestions from members on persons to be appointed and on restructuring and function of CFW. He stated that there is no possibility of hiring a new person; however, budgetary support could be given in the form of clerical assistance, graduate student assistance and release time for chairperson. Further, more public relations and visibility of CFW and greater access to the Office of Institutional Research were promised. Betsey Creekmore also requested feedback on her proposal. She will send Marty a copy; Marty will distribute copies to members.

During this period of restructuring the relationship between CFW, the Black Commission expected to be recommended by the Black Task Force and EEOC needs to be clarified. Marty saw a need for the three groups to coordinate their efforts in certain areas.

Decision was made to complete restructuring by June 1. Each member will write his/her ideas on function and structure of CFW. There will be a meeting May 2 to put together the ideas. Marty will contact those not

CFW Meeting - 4/25/74

2

present.

CFW Activities

Marty requested members to turn in a list of their activities at next week's meeting.

CFW Activities

Marty will be responsible for the format of the annual report. The report will very likely be in three parts:

- 1) List of activities and their status (put together by Margaret Badal and Barbara)
- 2) Minutes, memoranda
- 3) Narrative on projects not covered by recommendations and on restructuring (overview, assessment, directions)

Status of following activities:

Handbook for Women - completion expected during summer.

Student Grievance - Mike will conclude.

Child Care - Korin will conclude.

Athletic Tickets - No response received to memo to date.

Faculty Salary Survey - decision needed on dissemination.

Survey of Women Employees - Harry will contact Barbara re revisions to the original attitudinal questionnaire. The Office of Institutional Research will be responsible for distribution and collection of the questionnaire. Members felt that the questionnaire should be completed before the end of the academic year; results can then be tabulated during the summer by the Office of Institutional Research.

Dorothy will write a thank you letter to Margaret Badal for her tremendous assistance to CFW.

Next Meeting - Thursday, May 2, 3:15-5:00, 122 Perkins

- 1) Restructuring
- 2) Status of CFW Activities

Commission for Women Meeting
May 2, 1974

All were present except Mike Flanary, Harry Jacobson, Lauren Murphy, Ken Stair and Barbara Wickersham.

Equal Rights Amendment

Dorothy reported that responses have been received from Victor Ashe and Ray Baird re: CFW's letter in support of the Equal Rights Amendment. (see attached).

ERA

Annual Report

Marty requested members to have next week:

Annual
Report

- 1) Review 1972-73 Annual Report and formulate suggestions for the format of this year's report.
- 2) List of members' activities relating to CFW. This will enable Marty to double check members' lists with Margaret Badal and Barbara's review of CFW activities.
- 3) Distribution list.

Once the format is determined, members will write up sections relating to their activities. Marty will edit the report during the summer.

Marty reported that Betsey Creekmore suggested a two-fold approach for the annual report.

- 1) Summary pamphlet for general distribution
- 2) Complete report (including minutes, memoranda) for limited distribution.

Members were receptive to this idea.

Korin suggested an index be included.

Restructuring

Marty reported that she spoke with members of the Coordinating Council on Women's Activities, Ed Bennett, William Snyder and Betsey Creekmore re: restructuring.

Restructuring

The Coordinating Council (representative of general feeling of campus community) had the following concerns and suggestions:

- 1) Concerned with CFW visibility and public relations
- 2) CFW should be representative of the groups and organizations on campus concerned with women
- 3) Several Task Force recommendations have not been

CFW Meeting - 5/2/74

2

fully implemented as believed to be. Monitoring has not been effective.

- 4) More frequent open meetings are needed.

Ed Bennett and William Snyder were supportive of strengthening EEOC.

Betsey Creekmore presented a number of suggestions:

- 1) Visibility - Hold quarterly Project Feedback meetings.
 - Fund raising activities to support educational scholarships for women (e.g., Continuing Education scholarship)
- 2) Strengthening EEOC - Office of Vice Chancellor for Administration will take greater responsibility for monitoring EEOC.
- 3) CFW publicity - Have Public Relations person as ex-officio member to sit in on meetings regularly.
- 4) Women should be a part of next year's effort on image of the University within the state.
- 5) Have key women speakers at alumni meetings.
- 6) Development of conferences.

Ken Stair has submitted a report on his ideas on restructuring (see attached).

Members present used Dorothy's suggestions for restructuring (see attached) as basis for formulating functions and structure of CFW.

Functions relating to:

- 1) Research
- 2) Education
- 3) Employment
- 4) Referral agency for discrimination cases
- 5) Awareness of campus and community
- 6) Advisory, consultation.

Structure:

- 1) Members - 2 Student Senate (with consultation with Coordinating Council on Women's Activities)
 - 1 Graduate Council
 - 2 Supporting Personnel (thru

CFW Meeting - 5/2/74

3

- Employee Relations Committee)
- 2 Faculty Senate
- 1 Dean
- 1 Vice Chancellor
- 1 Administrative Professional
- 1 Chairperson (female faculty)
- 2) Ex-officio members - Placement Office
 - Women's Studies
 - Panhellenic
 - Continuing Education
 - Alumni Association,
 - Women's Activities
 - Intercollegiate Athletics
 - EEOC Chairperson
 - Personnel (Affirmative Action)
 - Black Commission
- 3) Staff - Office of Vice Chancellor for Administration
 - Women's Programs
 - Public Relations
 - Clerical/Supporting
 - Administrative Assistant (graduate student)

Marty will confer with those not present. She will work out a draft on CFW functions and structure for the next meeting.

Next Meeting - Thursday, May 9, 3:15-5:00, 122 Perkins

- 1) Format of Annual Report
- 2) List of Activities
- 3) Distribution of Annual Report
- 4) Restructuring

Commission for Women Meeting
May 16, 1974

All were present except Marty Begalla, Harry Jacobson, Korin Hearne, Lauren Murphy, Ken Stair and Barbara Wickersham.

Dorothy chaired the meeting in Marty's absence.

Restructuring of CFW

Members present approved Marty's draft on CFW restructuring. Marty will contact those who were not present for their comments before finalizing the draft.

Governor's Commission on Status of Women

Dorothy reported that Marty has spoken with Anne Gillenwater of the Governor's Commission on the Status of Women and has invited her to the CFW meeting on May 30.

Equal Rights Amendment

Dorothy has received another response to CFW's letter of support for ERA. The response was from Loye Smith.

Next Meeting - May 23, 3:15-5:00, 122 Perkins Hall

1) CFW restructuring

Commission for Women Meeting
May 16, 1974

All were present except Marty Begalla, Harry Jacobson, Lauren Murphy, Ken Stair and Barbara Wickersham.

Dorothy chaired the meeting in Marty's absence.

Restructuring of CFW

Members present approved Marty's draft of CFW restructuring. Marty will contact those who were not present for their comments before finalizing the draft.

Restructuring

Governor's Commission on Status of Women

Dorothy reported that Marty has spoken with Anne Gillenwater of the Governor's Commission on the Status of Women and has invited her to the CFW meeting on May 30.

Governor's
Commission -
Status of
Women

Equal Rights Amendment

Dorothy has received another response to CFW's letter of support for ERA. The response was from Loye Smith.

ERA

Next Meeting - May 23, 3:15-5:00, 122 Perkins Hall

1) CFW restructuring

Commission for Women Meeting
May 23, 1974

All were present except Mike Flanary, Lauren Murphy and Barbara Wickersham.

New CFW Members

Judy Ittig and Lorraine Burghardt have been appointed to CFW. Judy Ittig was introduced to Commission members and to CFW functions. Marty will contact Lorraine Burghardt who was unable to attend the meeting.

New CFW
Members

CFW Restructuring

Members approved the draft of the charge to the Commission with a few minor changes. Marty will contact Dr. Reese and Dr. Ebersole to arrange a meeting next week to discuss the draft. She will contact members when the meeting is set.

Restructuring

Next Meeting - 5/31/74, 3:15-5:00, 317 Perkins Hall

Anne Gillenwater, Governor's Commission on the Status of Women will be present from 3:45. Representatives from University programs concerned with women have been invited.